



May 6, 2016

Ms. Maryrose Hightower-Coyle
Records Management Officer
University of Texas at Austin
PO Box 7159
Austin, TX 78713-7159

State and Local
Records Management

Re: Agency records retention schedule amendment approved for use

Dear Ms. Hightower-Coyle:

P.O. Box 12927
Austin, Texas
78711.2927

Amendment 2 to your agency's 7th recertification of your records retention schedule is approved for use as of Thursday, April 28, 2016. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

4400 Shoal Creek Blvd.
Austin, Texas
78756

We appreciate your efforts in maintaining an up-to-date schedule. Making additions and changes to your schedule as you identify them not only ensures the integrity of your recordkeeping practices, but keeps your agency in compliance with state regulations (13 TAC §6.4) requiring the submission of any needed amendments to a retention schedule during its certification period to keep the information in the schedule current.

www.tsl.texas.gov

We will notify you of the date your schedule is due for recertification. Any additional approved amendments to your schedule, such as this one, should be incorporated into your main retention schedule prior to submitting it for recertification.

Commission Chairman
Michael C. Waters

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Megan Carey, at 512-463-5494 or mcarey@tsl.texas.gov.

Members
Sharon T. Carr
Martha Doty Freeman
F. Linwood Givens
Larry G. Holt
Wm. Scott McAfee
Sandra J. Pickett

Sincerely,

A handwritten signature in blue ink, appearing to read "C Kelso".

Director and Librarian
Mark Smith

Craig Kelso
Director and State Records Administrator

Assistant State Librarian
Edward Seidenberg

cc: State Auditor, State Archivist, Gregory L. Fenves

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.721/721



Texas
State Library
and Archives
Commission

STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

Form SLR 105 or SLR 122
must accompany all
submissions of this form.

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 721
The University of Texas at
Agency Name Austin

(Check one)

- Initial Certification - Form SLR 105
- Recertification - Form SLR 105
- Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- Agency Head
- Records Management Officer

Signature Maryrose Hightower-Coyle
Name (Print or type) Maryrose Hightower-Coyle
Date 3/11/2016

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office
(For the exclusive use of the State Auditor's Office)

Signature _____
Name (Print or type) _____
Date _____

Not Required at This Time

Texas State Library and Archives Commission
(For the exclusive use of the State Library and Archives Commission)

Signature Donna Osborne
Name (Print or type) Donna Osborne
Date 4/28/16

Cert/Recert No. 7 Amendment No. 2

CAUTION

A state record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A state record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.





STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page of

2. Agency Code 721		3. Agency Name The University of Texas at Austin									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival		10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total	9. Remarks	Page No.		Agency Item No.		

	REG325	Hazlewood exemption reports for Texas Higher Education Coordinating Board and Texas Veterans Commission	AC + 6		AC + 6	AC = September 1 of odd-numbered calendar years. These reports are used by the Texas Legislative Board and are thus retained in accordance with legislative appropriation cycle requirements.					N
	REG067	National Student Clearinghouse (NSC) Rosters and Reports - Reports and student information submitted to NSC	AC + 3		AC + 3	AC = Information submitted to NSC and verified and reconciled on NSC website.					N
	REG068	Master History File of Information Submitted to NSC	PM		PM						N

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	N – New		
AV – Administrative Value	FE – Fiscal Year End	PM – Permanent	R – Review by State Archivist	C – Changed		
	LA – Life of Asset	US – Until Superseded		D – Deleted		



March 28, 2016

Ms. Maryrose Hightower-Coyle
Records Management Officer
University of Texas at Austin
PO Box 7159
Austin, TX 78713-7159

State and Local
Records Management

Re: Agency records retention schedule amendment approved for use

Dear Ms. Hightower-Coyle:

P.O. Box 12927
Austin, Texas
78711.2927

Amendment 1 to your agency's 7th recertification of your records retention schedule is approved for use as of Thursday, March 24, 2016. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

4400 Shoal Creek Blvd.
Austin, Texas
78756

We appreciate your efforts in maintaining an up-to-date schedule. Making additions and changes to your schedule as you identify them not only ensures the integrity of your recordkeeping practices, but keeps your agency in compliance with state regulations (13 TAC §6.4) requiring the submission of any needed amendments to a retention schedule during its certification period to keep the information in the schedule current.

www.tsl.texas.gov

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Commission Chairman
Michael C. Waters

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Megan Carey, at 512-463-5494 or mcarey@tsl.texas.gov.

Members
Sharon T. Carr
Martha Doty Freeman
F. Linwood Givens
Larry G. Holt
Wm. Scott McAfee
Sandra J. Pickett

Sincerely,

Director and Librarian
Mark Smith

A handwritten signature in blue ink, appearing to be "CK" or similar initials.

Craig Kelso
Director and State Records Administrator

Assistant State Librarian
Edward Seidenberg

cc: State Auditor, State Archivist, Gregory L. Fenves

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.721/721



Texas
State Library
and Archives
Commission

STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

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must accompany all
submissions of this form.

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 721
Agency Name The University of Texas at Austin

(Check one)

- Initial Certification - Form SLR 105
- Recertification - Form SLR 105
- Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- Agency Head
- Records Management Officer

Signature Maryrose Hightower-Coyle
Name (Print or type) Maryrose Hightower-Coyle
Date January 11, 2016

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office
(For the exclusive use of the State Auditor's Office)

Signature _____
Name (Print or type) _____
Date _____

Not Required at This Time

Texas State Library and Archives Commission
(For the exclusive use of the State Library and Archives Commission)

Signature Donna Osborne
Name (Print or type) Donna Osborne
Date 3/24/16

Cert/Recert No. 7 Amendment No. 1

CAUTION

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STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 1 of 8

2. Agency Code 721		3. Agency Name The University of Texas at Austin									
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. Current Schedule		12. Amend. Type	
			Agency	Storage	Total			Page No.	Agency Item No.		

1.3.001	AALL041	Website Publications – publicly accessed web content (displayed via Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), programming or scripting languages, and text files); website assets such as images, documents, Portable Document Format files (PDFs), and videos; and data stored in databases or on other servers.	AC + 2		AC + 2	O	AC = Site marked as inactive. Public-facing websites of the university must be preserved in accordance with requirements for AALL124 University Publications. All websites must undergo archival evaluation when all other retention requirements have been met.		8	AALL041	C
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Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	MO – Months	A – Transfer to State Archives	N – New		
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STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

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1. Page 2 of 8

2. Agency Code 721		3. Agency Name The University of Texas at Austin									
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			Agency	Storage	Total			9. Remarks	Page No.		Agency Item No.

1.1.040	AALL072	Speeches, Papers, Presentations - This series documents speeches and statements written and delivered by university faculty and staff in connection with institutional business. May include but is not limited to: final copies; audio or video recordings of the speech/presentation; blogs and blog posts; drafts; source materials; and working papers.	AC		AC	O	AC = Termination of employment or final appointment. CAUTION: Refer to EVP209 for possible additional retention of faculty records in this series; Refer to AALL409 for records pertaining to university lecture series.		12	AALL072	C
	AALL073	External Committee Participation Records - This series documents the participation of university administrators, faculty, and staff in external committees, professional and educational associations, and other organizations.	AC		AC	O	AC = Termination of service on committee, disbanding of committee. CAUTION: Refer to AALL030 University Committee Records; ORS prefix series for university research related committees and AALL476 for Records of institutional payment for membership dues.		13	AALL073	C

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STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

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1. Page 3 of 8

2. Agency Code 721		3. Agency Name The University of Texas at Austin								
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			Agency	Storage	Total			Page No.	Agency Item No.	

1.1.043	AALL077	Training Materials-Instructional materials for training about university policy, rules, and programs. May include wikis and other electronic formats.	US + 1		US + 1	Refer to AALL232 for individual staff training records, AALL294 for HR policy training records, and AALL350 for university course materials		13	AALL077	C
1.3.002	AALL133	Publication Development Files--Includes text, photographs, image files, original artwork, graphic designs, video, and other non-textual files used in university publications and promotional materials, includes work by external designers	AV		AV	O Refer to AALL083 for unuseable, duplicate, and near-duplicate images; Refer to AALL040, AALL041, AALL042, and AALL208 for similar records used to document university life, culture, and history or to communicate and provide information to the public.		20	AALL133	C

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STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 4 of 8

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	AALL351	Faculty Grade Book – List of students taking a course and record of the work that they have completed. Includes computer and non-computer-generated grade sheets, and other such materials that permit a reconstruction of a student’s graded performance in a course.	AC + 1		AC + 1	AC = End of course semester or until disputes about the grade are resolved. Refer to Office of the Registrar Catalog: Availability of Classwork to Students, and University of Texas HOP 9-1210		39	AALL351	C
	DSO022	Disciplinary Records for Student Organizations	AC + 7		AC + 7	AC = After fulfillment of penalty		64	DSO022	C
	DSO377	Deceased Student Files	AC + 7		AC + 7	AC = Date of notification of death		65	DSO377	C
	DSO379	Student Disciplinary Records	AC + 7		AC + 7	AC = From date file is opened		65	DSO379	C
	DSO408	Student Incident Report	AC + 7		AC + 7	AC = After resolution of incident		65	DSO408	C
3.3.001	EOS260	Affirmative Action Plans for Regular Employees	2		2	41 CFR 60-1.12(b)		68	EOS260	C

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STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 5 of 8

2. Agency Code 721		3. Agency Name The University of Texas at Austin								
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			Agency	Storage	Total			Page No.	Agency Item No.	

3.1.006	HR191	Employee Assistance Program (EAP) Counseling Records	AC + 7		AC + 7	AC = Termination of Counseling; 22 TAC §681.41(q) and (r); 22 TAC §465.22(d); 22 TAC §165.1(b); Note 2		72	HR191	C
3.1.022	HR220	Personnel Information or Action Forms - Forms or similar records used to create or change information concerning the records of an employee or group of employees including pay grade, position classification, employee number, evaluation date, and termination of employment	AC + 3		AC + 3	AC = After termination of employment; Official copy; CAUTION: Do not assign this code to a record that can be classified under another record series in the UTRRS; 29 CFR1602.49(a)		73	HR220	C
3.1	HR241	Charity Program Documentation – Includes Orange Santa	AC + 1		AC + 1	AC = After close of event.		75	HR241	C

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 6 of 8

2. Agency Code 721		3. Agency Name The University of Texas at Austin									
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	ACC339	Tuition Rebate and Supporting Documentation – Financial Transactions	FE + 3		FE + 3						N
2.2	AALL183	Information Technology Project Records – Includes charter documentation, project management records, design documentation, feasibility studies, justifications, user requirements, etc.	AC + 3		AC + 3		AC = Completion of project				N
4.7.005	AALL546	Claim Records	AC + 3		AC + 3		AC = Resolution of claim				N
5.2.023	AALL619	Year-to-Date Activity (Inventory Listing) - Shows additions, changes, transfers, and deletions of information within the inventory system. Data include agency, division, tag number, batch, document, transaction date, location, item code, description, date, and cost.	FE + 3		FE + 3						N
5.2.015	AALL620	Inventory, Notices of Equipment Removed From	FE + 3		FE + 3						N
	IO207	International Student Records – Enrolled/Accepted. Includes F-1 student records.	AC + 3		AC + 3		AC = Graduation or last date of attendance. 8 CFR 214.3(g)				N

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

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1. Page 7 of 8

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	HFMH552	Hogg Foundation for Mental Health Grant Program- Administrative and Historical Files. Includes but not limited to: Request for Proposals, Guidelines for Grant Applications, Project Charters	PM		PM	I					N
	HFMH553	Hogg Foundation Grants - Granted - May include documentation from application to completed project report. Includes project proposals, signed Division of Diversity and Community Engagement memo, Award/Release of Funds Letter, Statement of Agreement, Budget and Fiscal Reports, Narrative Report, Closing Letter, and any other project specific materials.	PM		PM	I					N
	HFMH554	Hogg Foundation Grant Program - Not Granted- Application for support that the Hogg Foundation declines to fund.	AC + 5		AC + 5		AC = Date of notification				N
1.2.004	AALL107	Forms Inventory Any periodic listing of all forms used internally or externally by the university.	US		US						N

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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STATE OF TEXAS

Records Retention Schedule Amendment

SLR 122

Form SLR 105C must accompany this form.

1. Page 8 of 8

2. Agency Code 721		3. Agency Name The University of Texas at Austin								
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. Current Schedule		12. Amend. Type
			Agency	Storage	Total			Page No.	Agency Item No.	

5.2.016	AALL621	Inventory System Update Listings Listing shows all additions, changes, deletions, and transfer times for the monthly processing period.	AC		AC	AC = Transfer of information into annual listing.				N
5.2.017	AALL622	Lost & Stolen Property Reports	FE + 3		FE + 3					N
5.2.024	AALL648	Material Specifications	AC + 2		AC + 2	AC = Material is no longer in the university.				N
5.2.025	AALL649	Equipment Descriptions and Specifications	AC + 2		AC + 2	AC = Equipment is no longer in the university.				N
5.3.003	AALL654	Freight Claims	AC + 2		AC + 2	AC = Resolution of claim.				N

Retention Codes (Field 7)			Archival Codes (Field 8)		Amendment Codes (Field 12)	
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November 14, 2014
Ms. Maryrose Hightower-Coyle
Records Management Officer
University of Texas at Austin
PO Box 7159
Austin, TX 78713-7159

RE: Agency records retention schedule approved for use

Dear Ms. Hightower-Coyle:

State and Local
Records Management

Your agency's records retention schedule is approved for use as of November 10, 2014. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please ensure all old copies of the schedule are superseded with this recertified copy.

P.O. Box 12927
Austin, Texas
78711.2927

Your approved retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state regulations (13 TAC §6.8) require documentation of the final disposition of records by your agency. This requirement may be met by maintaining a disposition log or other evidence of the records series titles, dates covered, volume, and date of disposition. We urge on you the importance of disposing of the records of your agency in a timely manner in accordance with the retention periods on your schedule. The destruction of any records of your agency not on your schedule requires special authorization from us.

4400 Shoal Creek Blvd.
Austin, Texas
78756

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of **November 2019**.

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

During a certification period changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Angela Ossar, at 512-463-6623 or aossar@tsl.texas.gov.

Members
Sharon T. Carr
Martha Doty Freeman
F. Linwood Givens
Larry G. Holt
Wm. Scott McAfee
Sandra J. Pickett

Your efforts in developing a records retention schedule are appreciated. It not only helps to ensure the integrity of your recordkeeping practices, but it is also essential to the success of your records management program.

Director and Librarian
Mark Smith

Sincerely,

Craig Kelso
Director and State Records Administrator

Assistant State Librarian
Edward Seidenberg

cc: State Auditor, State Archivist, William Powers, Jr

*Preserving yesterday,
informing today,
inspiring tomorrow.*

R01.721/721



STATE OF TEXAS

Records Retention Schedule Certification

SLR 105C

Form SLR 105 or SLR 122 must accompany all submissions of this form.

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 721
The University of Texas at Austin

(Check one)

- Initial Certification - Form SLR 105
[X] Recertification - Form SLR 105
Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- Agency Head
[X] Records Management Officer

Signature Maryrose Hightower-Coyle
Name (Print or type) Maryrose Hightower-Coyle
Date June 30, 2014

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office
(For the exclusive use of the State Auditor's Office)

Signature
Name (Print or type)
Date

Not Required at This Time

Texas State Library and Archives Commission
(For the exclusive use of the State Library and Archives Commission)

Signature E. Schildberg
Name (Print or type)
Date 11-10-2014

Recertification No. 7 Amendment No.

CAUTION

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University of Texas at Austin Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 1 of 114

2. Agency Code 721		3. Agency Name The University of Texas at Austin						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

1.1.002	AALL003	Audits--External and Internal (Includes Work Papers and Reports)	AC + 7		AC + 7	AC = Publication or release of final audit findings		
1.1.004	AALL011	Biennial Budget Request	AC + 6		AC + 6	I AC = Passage of appropriations act; Refer to AALL521 for Departmental Budget and Budget Workpapers; UT System submits to State Publications Depository		
	AALL014	Fundraising Records-Department and Program files	7		7	Includes donor recognition records; for department or program gifts refer to AALL015; for donor development files refer to AALL016; for major gifts and institutional development records refer to DUR072; Note 2		

Retention Codes (Field 7)	Archival Codes (Field 8)
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University of Texas at Austin Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

1. Page 2 of 114

2. Agency Code 721		3. Agency Name The University of Texas at Austin						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

	AALL015	Gift Records-Department and Program files	7		7	For major gifts and institutional development records refer to DUR072; for department or program fundraising and donor recognition files refer to AALL014; for donor records refer to AALL016; Note 2 CAUTION: The name or other identifying information about a donor may be withheld from public disclosure under the Public Information Act. TGC Sec. 552.1235.		
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Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



University of Texas at Austin Records Retention Schedule

SLR 105

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2. Agency Code 721		3. Agency Name The University of Texas at Austin						
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			Agency	Storage	Total			

	AALL016	Donor Records-Development files	AC		AC	I AC = Prospect ceases to be valuable; Departments or Development Office may request transfer to archives when records have no further administrative value. CAUTION: Includes donor or prospective donor information only. For records of institutional fundraising records refer to DUR072 and AALL015 for Department and Program fundraising records. Note 2 CAUTION: The name or other identifying information about a donor may be withheld from public disclosure under the Public Information Act. TGC Sec. 552.1235.		
1.1.006	AALL017	Complaint Records	AC + 2		AC + 2	AC = Final Disposition of complaint; if subject of litigation, use retention for AALL079		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



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			Agency	Storage	Total			

1.1.007	AALL020	Correspondence-Administrative	4		4	O	<p>ARCHIVES NOTE: Archival review is required only for the administrative correspondence of the Office of the President and officers of the University reporting directly to the President. CAUTION: This and Records Series AALL020 should be used only for correspondence that is not included or directly related to another records series listed in the University of Texas records retention schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period for AALL011; a letter concerning an audit would be kept for the period required for AALL003, etc.</p>		
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Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Archives			
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			Agency	Storage	Total			

1.1.008	AALL025	Correspondence- General	2		2	CAUTION: This and Records Series AALL020 should be used only for correspondence that is not included or directly related to another records series listed in the University of Texas records retention schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period for AALL011; a letter concerning an audit would be kept for the period required for AALL003, etc.		
1.1.010	AALL028	Institutional Directives - Documents that officially initiate, rescind, or amend general office procedures.	US + 1		US + 1			

Retention Codes (Field 7)				Archival Codes (Field 8)			
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



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			Agency	Storage	Total			

1.1.063	AALL029	Unit and Departmental Staff Meeting Minutes and Notes	1		1	Refer to AALL030 for University Committees, AALL073 for External Committees, AALL085 for Open Meeting agenda and minutes (certified); Refer to GFO series for General Faculty, Faculty Senate, and University Council meeting minutes; DSO086 for Student Government meetings		
	AALL030	University Committee Records - This series documents the activities of standing and ad hoc committees of the university. May include agendas; meeting minutes; reports; notes; working papers; and correspondence.	3		3	O Refer to EVP209 for possible additional retention requirements for faculty participation in external and internal committees CAUTION: Do not assign this code to records of university committees with retention specified in the UTRRS; Refer to AALL029 for Departmental Staff Meetings, AALL073 for External Committees; AALL085 for Open Meeting agenda and minutes (certified); GFO series for General Faculty, Faculty Senate, and University Council meeting minutes; DSO086 for Student Government meetings		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Archives			
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			Agency	Storage	Total			

1.1.011	AALL031	Executive Orders - Documents that initiate, rescind, or amend a regulation, policy, or procedure that governs the program, services, or projects of the university.	US + 5		US + 5	I		
1.1.013	AALL033	Desk Calendars, Appointment Books, and other Daily Planning Records	CE + 1		CE + 1	O	ARCHIVES NOTE: Archival review is required only for the administrative correspondence of the Office of the President and officers of the University reporting directly to the President.	
1.1.014	AALL036	Legal Opinions and Advice, Excluding Active and Pending Litigation	AV		AV	O	Includes advice from attorney general. Note: Only cases that set legal precedent or exhibit historical value must be evaluated by the university archivist for archival preservation. Refer to AALL079 for litigation files.	
	AALL039	Media and Communications - This series provides background information on institutional faculty and staff, buildings, events, traditions, and other special topics that document a university's history and culture.	AV		AV	O	Includes print, electronic, audio, and audio-visual records. Refer to AALL040 for public relations records; AALL043 for Photographs, Audio-visual Recordings, and Other Non-Textual Media, and AALL208 for departmental biographical information records;	

Retention Codes (Field 7)				Archival Codes (Field 8)			
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



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			Agency	Storage	Total			

1.1.019	AALL040	Public Relations Records-News, press release, or any public relations file maintained or issued.	2		2	O	Includes print, electronic, audio, and audio-visual records.		
1.3.001	AALL041	Website Publications – publicly accessed web content displayed via Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), programming or scripting languages, and text files; website assets such as images, documents, Portable Document Format files (PDFs), and videos; and data stored in databases or on other servers.	AC + 2		AC + 2	O	AC = Site marked as inactive; Public-facing websites of the university must be preserved in accordance with requirements for AALL124 University Publications. Refer to University Handbook of Business Procedures (HBP) Part 20 for guidance on versioning and other preservation requirements. All websites must undergo archival evaluation when all other retention requirements have been met.		A1

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



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			Agency	Storage	Total			

1.1	AALL042	Internal Website Records – internal web content displayed via HTML, CSS, programming or scripting languages, and text files; website assets such as images, documents, PDFs, and videos; and data stored in databases or on other servers.	AC + 2		AC + 2	O	AC = Site is inactive for one year or longer; refer to HBP Part 20. CAUTION: If an internal website is a duplication of an official record and is not the authoritative or sole source of content, it may be considered a convenience copy. However all websites must be assessed for historical value by the University Archives prior to disposal. Internal website content that comprises a master record must be retained for the retention listed for the record in the UTRRS, e.g. Service Level Agreements would be retained for the retention set in AALL570.		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



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			Agency	Storage	Total	9. Remarks		

	AALL043	Photographs, Audio-visual Recordings, and Other Non-Textual Media -This series includes photographs, digital images, photographic scrapbooks, negatives, slide formats, sound recordings, videotapes, posters, and other non-textual media that document institutional history and activities, except such records noted elsewhere in this schedule.	AV		AV	O	ARCHIVES NOTE: Archivists should apply archival selection criteria in the appraisal of these items. Selection criteria may include level of identification. Archivists may arrange with digital asset managers or similar personnel to identify historical photographs prior to transfer to the archives. Refer to AALL040 for public relations records; Audio-visual Recordings, and Other Non-Textual Media, and AALL208 for departmental biographical information records, Refer to AALL083 for duplicate, near-duplicate, and unusable images.		
1.1.020	AALL045	Public Information Request-Not Exempted	AC + 1		AC + 1		AC = Date request fulfilled; TGC 552		
1.1.021	AALL048	Public Information Request-Exempted	AC + 2		AC + 2		AC = Date of notification that records are exempt; TGC 552		
1.1.023	AALL050	Organization Charts	US		US	I			
1.1.027	AALL052	Proposed Legislation	AV		AV				

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value CE – Calendar Year End FE – Fiscal Year End LA – Life of Asset MO – Months PM – Permanent US – Until Superseded	I – Transfer to Archives O – Review by Archivist



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			Agency	Storage	Total			

1.1.024	AALL053	Plans and Planning Records - Plans and records relating to the process of planning new or redefined programs, services, or projects of the university that are not included in or directly related to other records series in the University of Texas at Austin Records Retention Schedule (UTRRS)	AC + 3		AC + 3	O	AC = After decision to implement or not; Refer to IA005, BUD524 for specific types of planning records; Refer to AALL670 for Evacuation Plans, and AALL704 for Disaster Recovery Plans		
1.1.055	AALL054	Strategic Plans - Information resources and operational strategic plans	AC + 6		AC + 6	I	AC = September 1 of odd-numbered calendar years; this refers specifically to plans prepared in accordance with TGC §2054.095 and §2056.002. ARCHIVES NOTE: The archival requirement is met by sending the required copies of the plans to the Texas State Publications Depository Program of the Texas State Library and Archives Commission.		
1.1.056	AALL055	Americans with Disabilities Act (ADA) Documentation	3		3		28 CFR 35.105(c)		
1.1.038	AALL057	Public Surveys and Feedback Forms	AC		AC		AC = Final disposition of summary report		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total				

1.1.070	AALL058	University Rules Policies and Procedures - Manuals, guidelines, administrative rules, or similar records distributed internally for the use of employees or external that sets out the rules policies, and procedures that govern university programs, services, and programs.	AC + 3		AC + 3	O	AC = Completion or termination of program, rules, policies or procedures; Refer to AALL059 for working files		
1.1.071	AALL059	University Rules Policies and Procedures-- Working Files	AC + 3		AC + 3	O	AC = Completion or termination of program, rules, policies or procedures; Refer to AALL058 for published rules and procedures		
	AALL064	Athletic Academic Certification Forms	AC + 6		AC + 6		AC = Certifying year; Also refer to REG064		
1.1.040	AALL072	Speeches, Papers, Presentations - This series documents speeches and statements written and delivered by university faculty and staff in connection with institutional business. May include but is not limited to: final copies; audio or video recordings of the speech/presentation; drafts; source materials; and working papers.	AC		AC	O	AC = Termination of employment or final appointment. CAUTION: Refer to EVP209 for possible additional retention of faculty records in this series; Refer to AALL409 for records pertaining to university lecture series.		A1

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value CE – Calendar Year End FE – Fiscal Year End LA – Life of Asset MO – Months PM – Permanent US – Until Superseded	I – Transfer to Archives O – Review by Archivist



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			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	AALL073	External Committee Participation Records - This series documents the participation of university administrators, faculty, and staff in external committees, professional and educational associations, and other organizations.	AC		AC	O	AC = Termination of service on committee, disbanding of committee. CAUTION: Refer to AALL030 University Committee Records and ORS prefix series for university research related committees.		A1
1.1.041	AALL075	Suggestion System Records	1		1		Refer to AALL057 for public feedback and satisfaction surveys		
1.1.043	AALL077	Training Materials-Instructional materials for training about university policy, rules, and programs	US + 1		US + 1		Refer to AALL232 for individual staff training records, AALL294 for HR policy training records, and AALL350 for university course materials		A1
1.1	AALL078	Accounting Continuing Professional Education (CPE) Records	FE + 3		FE + 3		American Institute of Certified Public Professionals (AICPA); 22 TAC Chapter 523		

Retention Codes (Field 7)	Archival Codes (Field 8)
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CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



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1.1.048	AALL079	Litigation Files	AC + 1		AC + 1	O	AC = As applicable, decision of the University not to file a lawsuit or decision that a lawsuit will not be filed against it on a matter; dismissal of a lawsuit for want of prosecution or on motion of the plaintiff; or final decision of a court (or of a court on appeal, if applicable) in a lawsuit. ARCHIVES NOTE: Only cases that set legal precedent or exhibit historical value require archival review.		
1.1.057	AALL083	Transitory Information -- Records or information not used to support university actions or decisions	AC		AC		AC = Information transferred to official university record or purpose of transitory information has been fulfilled. CAUTION: Department must not assign this code to records that are listed as official records in the UTRRS; this series must not be used for official records not listed in the UTRRS; contact Records Management Services for classification assistance.		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
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			Agency	Storage	Total			

1.1.058	AALL085	Open Meeting Agenda and Minutes (Certified)	PM		PM	I	CAUTION: Use this series only for meetings required under TGC Chapter 551; Refer to AALL030 for University Committee Meeting Records; Note 2		
1.1.059	AALL086	Meetings, Certified Agendas or Tape Recordings of Closed Meetings	AC + 2		AC + 2		AC = Date of meeting or completion of pending action involving the meeting, whichever is later. CAUTION: Use this series only for meetings required under TGC Chapter 551; Refer to AALL085 for Open Meeting agenda and minutes.		
1.1.060	AALL087	Audio or Videotapes of Open Meeting	AC + 90 days		AC + 90 days		AC = Governing body official approval of written minutes; CAUTION: audio and video tapes may not be kept in lieu of written minutes. The proceeding of all TGC Chapter 551 meetings must be reduced to writing; TGC §551.104(a)		
1.1.062	AALL089	Open Meetings Supporting Documentation	2		2	I	CAUTION: Only for meetings required under TGC Chapter 551; Refer to AALL030 for University Committee Meeting Records		
1.1.065	AALL091	Reports and Studies (Non-fiscal) Raw Data	AV		AV				

Retention Codes (Field 7)						Archival Codes (Field 8)	
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			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
1.1.067	AALL096	Reports and Studies (Non-fiscal) - Reports or studies on non-fiscal aspects of university programs, services, projects compiled by agency personnel, by advisory committees, or by consultants under contract with the university. Includes report distributed either internally or to other entities.	3		3	O	CAUTION: Review the UTRRS for retention requirements for named reports that may have longer retention requirements.		
1.1.064	AALL097	Agency Performance Measures	FE + 3		FE + 3		CAUTION: The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.		
1.1.068	AALL098	Reports on Performance Measures- Quarterly and annual reports on agency performance measures submitted to executive and legislative offices.	AC + 6		AC + 6		AC = September 1 of odd-numbered calendar years		
1.1.069	AALL101	Reports-Activity	1		1				
1.2.003	AALL106	Forms History File	AC + 1		AC + 1		AC = Discontinuance of use of form		

Retention Codes (Field 7)	Archival Codes (Field 8)
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1.2.006	AALL112	Records Transmittal Documentation	AC + 2		AC + 2	AC = Date of authorization for destruction or permanent transfer from storage, by the University Records Management Officer		
1.2.013	AALL113	Records Control Locator Aids - Includes indexes, card files, shelf lists, registers, guides, etc.	AC		AC	AC = The related records have been destroyed or control aid is updated, revised, or no longer needed; These records must carry the same retention and archival requirements as the records they support		
1.2.001	AALL115	Request for Internal Authorization to Dispose of State Records	FE + 3		FE + 3	Departmental form, Records Management Services holds master record; refer to ACC114 for institutional request to Texas State Library and Archives Commission (TSLAC)		
1.2.012	AALL120	Records Inventory Worksheets	US		US	Records and workpapers used to develop departmental records inventory		

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			Agency	Storage	Total			

1.2.014	AALL121	Records Management Plans	US + 1		US + 1	Includes departmental records management plans developed in accordance with the University HBP Part 20.4.3 Records Management Plan and the final departmental inventory of records/file plan.		
1.2.015	AALL122	Disaster Recovery Service Transmittals (RMD 109) - Also includes documentation for disaster recovery services provided by other entities.	FE + 1		FE + 1			
1.2.016	AALL123	Disaster Recovery Service Approval Form (RMD113) - Agency copy of form.	AC		AC	AC = Until superseded or termination of service		
1.3.001	AALL124	University Publications	AC + 2		AC + 2	AC = Until superseded or obsolete; Refer to AALL041 for web publications and note that publication listed separately in the UTRRS must be kept for the longer of the two retention periods. Some University publications must be submitted to the Texas State Library and Archives Commission Depository Program; 13 TAC 3.1-3.13		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	AALL126	Patents, Product Registration, and associated documentation	PM		PM	I	These records are to be retained permanently by the university. Departments and Administrative units may transfer these records to the University Archives for permanent retention after departmental retention of up to 30 years; incidental correspondence regarding use of trademark may be disposed after 4 years; Refer to ICA012 for trademark licensing records		
	AALL128	License agreements, Know-how agreements, and other contractual agreements resulting from the licensing of technology	AC + 7		AC + 7	I	AC = Completion of all terms, and extensions; Patent documents must be kept permanently and may eventually be transferred to University Archives; refer to AALL126 for patent records;		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total			

1.3.002	AALL133	Publication Development Files--Includes photographs, image files, original artwork, graphic designs, video, and other non-textual files used in university publications and promotional materials, includes work by external designers	AV		AV	O	Refer to AALL083 for unuseable, duplicate, and near-duplicate images; Refer to AALL040, AALL041, AALL042, and AALL208 for similar records used to document university life, culture, and history or to communicate and provide information to the public.		A1
1.3	AALL134	Brochures and Promotional Materials	AV		AV	O	Refer to AALL040, AALL041, AALL042, and AALL208 for similar records used to document university life, culture, and history or to communicate and provide information to the public.		
	AALL152	Manuscripts and Other Rare Materials	PM	PM	PM		Harry Hunt Ransom Humanities Research Center (HRRHRC) security copy stored at Texas State Library Records Center 94-721-010; Note 2	94-721-010	
	AALL153	Patron Registration Records - forms filled out by archives users to gain access to the reading room to view archival materials.	4		4		Requests for library or museum materials, books or artifacts		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value CE – Calendar Year End FE – Fiscal Year End LA – Life of Asset MO – Months PM – Permanent US – Until Superseded	I – Transfer to Archives O – Review by Archivist



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	AALL154	Permission History Files - Records of the archives/museum granting (or denying) permission to reproduce images of items in the collection. Includes image permission forms and correspondence requesting permission to publish images from archival collections and Notice of Publication forms	AV		AV	O			
	AALL155	Circulation Records	AC		AC		AC = Transaction is completed and all material returned and verified; The disposal of circulation records needs not be documented through destruction authorizations or in records disposition logs.		
2.2.016	AALL160	Software Registrations, Warranties, and License Agreements	LA + 3		LA + 3				

Retention Codes (Field 7)	Archival Codes (Field 8)
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CE – Calendar Year End FE – Fiscal Year End	PM – Permanent US – Until Superseded
LA – Life of Asset MO – Months	



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			Agency	Storage	Total			

2.1.001	AALL163	Processing Files-Machine-readable files used in the creation, utilization, and updating of master files.	AC		AC	AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. CAUTION: This series may not be assigned to processing files that fall under records series listed elsewhere in the UTRRS.		
2.1.002	AALL164	Automated Files- Master files; Relatively long-lived computer files containing electronic records. Examples include but are not limited to, data tables of relational databases used by application or computer programs.	AC		AC	AC = Completion of 3rd verification cycle, or audit completion confirming successful transaction processing, or required audit trail maintenance, or the ability to restore or migrate when errors are detected or when hardware or software changes occur. CAUTION: This series may not be assigned to processing files that fall under records series listed elsewhere in the UTRRS.		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
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			Agency	Storage	Total			

2.1.007	AALL170	Programs, Source Code, & Job Control Language Needed to Read Existing Records	AC + 3		AC + 3	AC = Until electronic records are transferred to and made usable in a new software environment or there are no electronic records being retained to meet an approved retention period that require the software to be retrieved and read. CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records 13 TAC 6.94.		
2.1.008	AALL173	Operating System Files & Hardware Documentation	AC		AC	AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that requires the hardware to be retrieved and read; 13 TAC 6.94		

Retention Codes (Field 7)	Archival Codes (Field 8)
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2.1.009	AALL176	Technical Documentation for Automated Records (including test files)	AC		AC	AC = Until electronic records are transferred to and made usable in a new hardware environment or there are no electronic records being retained to meet an approved retention period that requires the hardware to be retrieved and read; 13 TAC 6.94		
2.1.011	AALL177	Finding Aids, Indexes, and Tracking Systems- Automated indexes, lists, registers, and other finding aids used to provide access to records.	AC		AC	AC = The related records have met retention requirements. These records must carry the same retention period and archival code of the records they support.		
2.1.010	AALL179	Audit Trail Records - Files needed for electronic data audits such as files or reports showing transactions accepted, rejected, suspended, and/or processed; history files/tapes; records of on-line updates to application files or security logs.	AC + 90 days		AC + 90 days	AC = All audit requirements have been met.		
2.2.001	AALL180	System Monitoring Records-Electronic files or automated logs created to monitor computer systems such as print spool logs, console logs, tape activity logs, etc.	AV		AV	Refer to IT047-IT050 for individual use monitoring records.		

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2.2.002	AALL182	Chargeback Records to Computer Services Users-Records used to document, calculate costs and bill program units for computer usage and data processing services. These records are also used for cost recovery, budgeting, or administrative purposes.	FE + 3		FE + 3				
2.2.004	AALL184	Computer Job Schedules and Reports	3 MO		3 MO		Includes computer utilization records; Schedules or similar records showing computer jobs to be run and other reports by computer operators or programmers of work performed.		
2.2.010	AALL185	Information Technologies Policy and Procedures	US + 3		US + 3				
2.2.011	AALL186	Batch Data Entry Control Records- Forms and logs used to reconcile batches submitted for processing against batches received and processed.	AC		AC		AC = When reconciliation has been confirmed		
2.2.012	AALL187	Output Records for Computer Production - Reports showing transaction that were accepted, rejected, suspended, and /or processed.	AV		AV				

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total			

2.2.013	AALL188	Quality Assurance Records- Information verifying the quality of system, hardware, or software operations including records of errors or failures and the loss of data resulting from such failures, documentation of abnormal termination and of error free processing, checks of changes put into production, transaction histories, and other records needed as an audit trail to evaluate data accuracy.	AC		AC	AC = No longer needed as an audit trail for any records modified		
2.2.014	AALL189	Internet Cookies- Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.	AV		AV	Where applicable, system administrators are advised to be able to demonstrate consistent requirements for management of this data. The disposal of internet cookies need not be documented through request to dispose of records procedure.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total			

2.2.015	AALL190	History Files-Web Sites- A record of the documents visited during an Internet session that allows users to access previously visited page more quickly or to generate a record of usage of a state-owned computer.	AV		AV	Where applicable, system administrators are advised to be able to demonstrate consistent requirements for management of this data. The disposal of session history files need not be documented through request to dispose of records procedure.		
3.1.001	AALL191	Applications for Employment - Not Hired	FE + 2		FE + 2	29 CFR 1602.49(a); CAUTION: All records related to staff recruitment, interview, and selection must be retained for the FE + 2 year period; refer to AALL204 for other records associated with staff recruitment processes		
3.1.002	AALL193	Applications for Employment - Hired	AC + 5		AC + 5	AC = Termination from UT Austin; Department folder copy		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total			

3.1.002	AALL195	Application for Appointment as a Visiting Scholar -- and associated departmental employee documentation	AC + 5		AC + 5	AC = After termination of appointment ; refer to AALL191 for applications for scholars who apply but are not appointed; if university employment continues after appointment this documentation must be retained in accordance with AALL207 Departmental Employee Folder		
3.1.006	AALL196	Employee Counseling Records	AC + 3		AC + 3	AC = Termination of counseling; Department folder copy; if counseling records are used to support corrective or disciplinary action the records must be retained in accordance with AALL216 or AALL218; Refer to HR191 for EAP counseling records		
3.1.012	AALL197	Job Opportunity Announcements	2		2	29 CFR 1602.49(a); Note 5		
3.1.013	AALL202	Employee Contracts	AC + 4		AC + 4	AC = Expiration or termination according to its terms; 29 CFR 516.5		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
3.1.014	AALL204	Staff Recruitment Records	FE + 2		FE + 2		All records pertaining to recruitment including interview questions, notes, rankings, and selection criteria must be retained in accordance with this retention series for FE + 2 years; refer to AALL191 for application forms that have been separated from other recruitment records; 29 CFR 1602.49(a); Note 5		
3.1.014	AALL206	Faculty Recruiting Records	AC + 3		AC + 3		AC = Date of hiring decision; 29 CFR 1602.49(a); Note 5		
3.1	AALL207	Departmental Employee Folder	AC + 5		AC + 5		AC = Termination of employment from UT Austin; Faculty, staff, and student employees; departmental folders of notable faculty and staff may possess archival value, notify records management services of potential historical value when requesting disposition; Refer to AALL208 for non-administrative biographical information pertaining to faculty and staff retained by the department		

Retention Codes (Field 7)						Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Archives					
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist					



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3.1	AALL208	Biographical Information (Faculty and Staff) - information used to respond to inquiries may include biographical sketches; vitae; photographs; personal history data sheets; newspaper clippings; retirement notices	AV		AV	O	Note 2; This does not refer to the electronic Employee Information System		
3.1.039	AALL210	Disputed Disciplinary Actions Resolved in Employee's Favor	AC		AC		AC = Final decision or matter closed; CAUTION: Does not include formal complaint filed with EEO. If the matter becomes a grievance or the subject of counseling or litigation, or employee is subject to disciplinary action, the records are subject to retention in the appropriate records series. Refer also to AALL196, AALL212, AALL216, AALL218 and to OMB001 for issues involving university ombuds office		

Retention Codes (Field 7)	Archival Codes (Field 8)
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3.1.018	AALL212	Employment Grievance Records – Records created in resolving complaints and grievances arising from employment of classified, administrative, and professional employees, includes probationary, temporary, hourly or per diem employees who work on an as needed basis	AC + 3		AC + 3	AC = Final disposition of grievance; Refer to the Handbook of Operating Procedures (HOP) Policy 5-2430 which requires that grievance records be held in the employee departmental personnel file		
	AALL213	Student Grievance Records	AC + 5		AC + 5	AC = Final disposition of grievance; if subject of litigation refer to AALL079; if mediated by student ombuds refer to OMB001		
3.1.019	AALL214	Performance Evaluations	3		3	29 CFR 1620.32(c)		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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3.1.020	AALL216	Personnel Corrective Action Documentation	AC + 5		AC + 5	AC = Termination of corrective action; This series documents efforts to make an employee aware of the need to change or improve work performance or conduct; If during the retention period of this records series, any part of the series is used to document and support personnel disciplinary actions under series AALL218 the documentation must be retained in accordance with AALL218		
3.1.021	AALL218	Personnel Disciplinary Action Documentation	AC + 5		AC + 5	AC = Termination of employment; This series documents the predisciplinary hearing and subsequent imposition of disciplinary penalties; Refer to University of Texas HOP 5-2420		

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3.1	AALL219	Supervisor's Notes and Files Pertaining to Employee Performance	AC		AC	AC = Transfer of information to AALL210, AALL214, AALL216, AALL218, or AALL234 employee performance series for retention; Notes or information not transferred for retention under AALL210, AALL214, AALL216, AALL218, or AALL234 must not be used to support administrative actions or decisions pertaining to employee performance, recognition, or discipline; Supervisor's notes that are not transferred to employee performance records series should be securely destroyed after 3 years or in keeping with departmental retention guidelines.		
3.1.022	AALL220	Personnel Information or Action Forms	2		2	CAUTION: Do not assign this code to a record that can be classified under another record series in the UTRRS; 29 CFR 1602.49(a)		
3.1.023	AALL222	Position/Job Descriptions-Position classification system	AC + 4		AC + 4	AC = Until superseded or job eliminated; 40 TAC 815.106(i)		

Retention Codes (Field 7)	Archival Codes (Field 8)
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3.1	AALL230	Background Check Release Form	5		5		When paper form is used it must be retained by department; Fair and Accurate Credit Transactions (FACT) Act of 2003; Public Law 108-159		
3.1.027	AALL232	Training Records-for individual employees	AC + 5		AC + 5		AC = Termination of employment		
3.1.037	AALL234	Employee Recognition Records –Records of an individual selected to receive an award or other recognition.	AC + 5		AC + 5		AC = Termination of employment; May be kept as part of AALL207 Departmental Employee Folder		
	AALL235	Award Program and History Records - documents programs to recognize merit or achievements of university faculty, staff, and students. Records include eligibility terms and selection criteria, award history and information on funding sources, award notifications, summary lists of winners, and biographies of winners.	AC		AC	0	AC = Termination of award; Archives Note: Only institutional award merit archival review. Department-level awards recognizing employee or student achievement do not need to be reviewed for archival value.		
	AALL236	Award Administration Records	FE + 3		FE + 3		Processing documentation that does not pertain to individuals selected or not selected. Includes documentation of money awards paid.		

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	AALL237	Award Selection Records – Includes information about candidates considered, evaluation notes and matrices, and associated records. Retain information about candidates considered but not selected under this series.	2		2	0	CAUTION: This records series documents the process of selecting an individual to receive an award. A record of an employee's receiving an award, incentive, or promotion should be classified as AALL234. Refer also to AALL235 for retention of award program history and AALL236 for award administration records.		
3.1.034	AALL242	Resumes - Unsolicited	AV		AV		If used in employment selection must retain in accordance with AALL204		
3.1.035	AALL243	Performance Bond	AC + 4		AC + 4		AC = After expiration of bond; Note 2		
1.1	AALL244	Notary Public Application and Appointment Files	AC + 3		AC + 3		AC = Expiration of appointment; Qualification by an Officer or State Employee who does not Furnish a Notary Public Bond (1 TAC§87.4); appointee holds original certificate and copies of the records of notarization in accordance with 1 TAC §87.44		

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3.2.001	AALL249	Income Adjustment Authorizations- Includes Savings Bonds	AC + 4		AC + 4		AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever is sooner.		
3.2.003	AALL251	Federal Tax Records	AC + 4		AC + 4		AC = Tax due date, date the claim is filed, or date tax is paid whichever is later; Includes Wage and Tax Statement Form W-2 (W-2), 1098, 1099, Federal Insurance Contributions Act (FICA), and others; 26CFR 31.6001-1(e)(2)		
3.3.020	AALL274	Work Schedules/Assignments	1		1				
3.3.023	AALL279	Request for Travel Authorizations-and other Reimbursable Request Authorizations	FE + 3		FE + 3		Notes 1 and 3; Departments must maintain any original backup that is required but not submitted to Financial Affairs; See codes AALL545, AALL552, AALL595, and ACC563 for further retention requirements when applicable.		
3.3.024	AALL281	Personnel Policies and Procedures	US + 3		US + 3		Development and work-product records are to be retained for the same period as the final Policy and Procedure records.		

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4.	5.	6.	7.			8.	10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	106 No.	TSLAC ONLY Amend. No.
3.3.026	AALL286	Staffing Reports	US + 3		US + 3	Note 1		
3.3.027	AALL292	Aptitude & Skills tests	US + 2		US + 2	Includes test papers; 29 CFR 1602.49		
3.3.030	AALL294	Personnel Policy Training Materials and Records	US + 2		US + 2	Use AALL683 for hazardous material training records		
3.4.004	AALL302	Overtime Authorizations and Schedules	2		2	Note 1		
3.4.003	AALL303	Less Than Full-time Worked Records	4		4	Note 1; 40 TAC 815.106(i)		
3.4.006	AALL306	Time Cards and Time Sheets	FE + 4		FE + 4	Note 1; 40 TAC 815.106(i)		
3.1	AALL307	Request for Outside Employment	AC + 5		AC + 5	AC = Termination of contract or end date of agreement; Departmental Employee Folder; Note 2		
3.4.007	AALL308	Time off and/or Sick Leave Requests	4		4	Note 1		
3.4.002	AALL309	Leave Status Reports	4		4	Note 1; 40 TAC 815.106(i)		
3.3.020	AALL310	Flexible Work Arrangement	AC + 5		AC + 5	AC = Termination of employment; Departmental Employee Folder		
3.3	AALL311	Verification of State Service Records	AC + 5		AC + 5	AC = Request filled; Departmental Employee Folder; Note 2		

Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



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			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	AALL312	Program Application Materials for Applicants Who do not Enter- Includes: Correspondence and Letters of Recommendation, Transcripts (high school and other colleges) and any other submitted materials	AC + 1		AC + 1		AC = Semester of application; For use by departments other than the Office of Admissions; includes undergraduate and graduate students; CAUTION: Refer to AALL358 Departmental Student Records for the admissions records for students who matriculate		
	AALL313	Internship Program Records	AC + 5		AC + 5		AC = End of academic term in which the internship occurred		
	AALL334	Protocols for Research Projects Involving Human and Animal Subjects	AC + 3		AC + 3		AC = Completion or expiration of study or till resolution of non-compliance; 45 CFR 46.115(b) ; 9 CFR 2.35		
	AALL335	Protocols for Research Projects	AC + 3		AC + 3		AC = Completion or expiration of study; or till resolution of non-compliance		
	AALL339	Thesis and Dissertation Records	PM		PM	I	Transfer to UT Library for permanent retention		

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	AALL350	Student Coursework, Tests, Assignments – coursework that is not returned to the student	AC + 1		AC + 1	AC = Close of course semester; If grade is contested materials must be retained until issue is resolved and for one year thereafter; Refer to Office of the Registrar Catalog: Availability of Classwork to Students, and University of Texas HOP 9-1210		
	AALL351	Faculty Grade Book - Record of students in course and work completed. Includes computer and non-computer-generated grade sheets, and other such materials that permit a reconstruction of a student's graded performance in a course.	AC + 1		AC + 1	AC = End of course semester or until disputes about the grade are resolved; Refer to Office of the Registrar Catalog: Availability of Classwork to Students, and University of Texas HOP 9-1210		A1
	AALL352	Course Records - Departmental course offerings and individual course contents. This series may include but is not limited to: syllabi; course descriptions; course outlines; course summaries; course requests and proposals; curriculum approval lists; lists of classes by term; bibliographies; reading lists; course announcements; handout materials; and related documentation and correspondence.	AC + 5		AC + 5	AC = obsolescence of course; CAUTION: Online syllabi and CVs must remain available to the public for 2 years after initially posted in accordance with Texas Education Code (TEC) 51.974 (c)		

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	AALL358	Departmental Student Records- Undergraduate and Graduate Student - Includes departmental/program application materials including letters of recommendation for students who matriculate, advising, and student tracking and status records.	AC + 5		AC + 5	AC = After graduation or last day of attendance; Does not include records retained by the Office of the Registrar or other administrative offices; refer to AALL312 for program admissions records for applicants who do not matriculate; refer to IO201 for additional retention requirements for International student records		
	AALL367	Acknowledgment Forms- Includes acknowledgment of receiving training in institutional safety and policy rules and requirements	US + AC + 2		US + AC + 2	AC = Termination of employment; Some acknowledgments must be updated on 2 or 3 year cycles throughout employment. Upon termination all acknowledgments will be retained for two years		
	AALL385	Emergency Medical Information Forms for Students	AC + 5		AC + 5	AC = Graduation date or date of last attendance		

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	AALL386	Release of Liability Documentation	AC + 4		AC + 4	AC = End of activity, event, or program for which the waiver or release is issued; Use UHS070 for consent forms for medical treatment provided by the university. CAUTION: If an incident occurs, liability waiver forms and documentation must be retained for the same period as accident forms.		
	AALL392	Student Certification Records - Academic-- Includes certificate programs offered by university academic programs	AC + 5		AC + 5	AC = Graduation or date of last attendance; Refer to AALL393 for student professional certification records. Caution: Transcript notes regarding academic certification awarded are maintained permanently by the Registrar.		

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	AALL393	Student Professional Certification Records - May include: applications for admission to a program; registration for practicum hours and evidence of the completion of the practicum; transcripts; narrative evaluations on practicum; notice of completion of hours required for certification; recommendations and evaluations; and related correspondence.	AC + 1		AC + 1		AC = End of certification period. This series documents the preparation of students earning degrees and/or certification for licenses or certificates to enter a profession and forms the basis of the initial certification by external entities for various professions. CAUTION: Accrediting agencies may require longer retention periods for professional certification records. Refer to accrediting agency to determine the term of the certification period.		
	AALL394	Professional Accreditation Files - This series documents the accreditation process for the colleges, units, and related programs. It may include but is not limited to: self-evaluation reports; final reports sent to accreditation organization; accreditation organization evaluation report; and related documentation and correspondence.	PM		PM				

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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	AALL395	Professional Accreditation Files - Working Files	PM		PM		AC = After accreditation review completed or accreditation is granted; must comply with all regulating agency retention requirements		
	AALL397	Degree Audit Requirements - Student	AC + 5		AC + 5		AC = Graduation or date of last attendance; Refer to REG398 for administrative retention		
	AALL396	Faculty and Graduate Student Professional Development Grant Records	AC + 5		AC + 5		AC = Funds granted; this series is for criteria-based grants, e.g. Faculty Travel Grants; use AALL398 and AALL399 for selection-based grants and fellowships; refer to AALL279 to manage payment documentation		
	AALL398	Fellowship/Scholarship Selection Records for those not selected	2		2				
	AALL399	Fellowship/Scholarship Award Records – Records for recipients of fellowships and scholarships.	AC + 5		AC + 5		AC = Graduation or date of last attendance; Refer also to AALL234, for records related to awards for faculty, staff, or students and to AALL236 for management of administrative and payment documentation.		

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			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	AALL400	Tuition Rebate and Supporting Documentation	AC + 5		AC + 5		AC = Graduation or last semester enrolled		
	AALL403	Waiver Forms for Student Tuition Bills	AC + 3		AC + 3		AC = Until terminated		
	AALL404	Student Recruitment Records - Records may include but are not limited to: prospects lists; interview and conversation notes; photographs; personal information forms and resumes; test scores; academic transcripts; advertisement tearsheets, direct mail pieces, promotional literature, and similar material used to recruit students.	3		3		CAUTION: Does not include records of recruitment of athletes to intercollegiate athletics program, refer to ICA010		
	AALL406	Student Housing Contracts Records - record of occupancy in university administered housing - residence halls, family housing, and cooperative housing. Includes housing applications and contracts; proof of admission records; and related documentation and correspondence.	AC + 4		AC + 4		AC = Expiration of contract; refer to AALL407 for application forms that do not result in occupancy of university student housing		
	AALL407	Applications for University Student Housing that Do Not Result in Occupancy	AC + 1		AC + 1		AC = End of application term		
	AALL408	Official Course Instructor Surveys (CIS)	10		10		Note 2		

Retention Codes (Field 7)						Archival Codes (Field 8)			
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	AALL409	Lectures and Lecture Series - special lectures and continuing lectureships devoted to a variety of topics and disciplines sponsored by the institution. This series may include but is not limited to: information on funding; financial support and honoraria records; patron information; information on catering arrangements; and related documentation and correspondence.	5		5	0	Refer to AALL425 for university event records.		
	AALL423	Graduate Admission Figures by Department	AC + 5		AC + 5		AC = Close of semester; Final report retained by graduate studies		
	AALL425	UT Sponsored Conference, Orientation and Event records-Includes registration records, associated files and promotional materials	AC + 4		AC + 4	0	AC = After completion of event or session		
	AALL426	Child and Youth Participation Records for UT Sponsored Camps and Programs- may include: applications; enrollment records; progress reports and assessments: immunization records; parental consent forms; activity records; lists of attendees; and related correspondence.	5		5				

Retention Codes (Field 7)	Archival Codes (Field 8)
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4.1.001	AALL435	Accounts Payable Information	FE + 3		FE + 3	Notes 1 , 3; Departments must maintain any original backup that is required but not submitted for imaging to Financial Affairs; See codes AALL545, AALL552, AALL595, and ACC563 for further retention requirements when applicable		
4.1.002	AALL436	Accounts Payable Vouchers, Billing detail	FE + 3		FE + 3	Notes 1 , 3; Departments must maintain any original backup that is required but not submitted for imaging to Financial Affairs; See codes AALL545, AALL552, AALL595, and ACC563 for further retention requirements when applicable.		
4.1.003	AALL441	Cancelled Checks/ Stubs / Warrants/ Drafts	FE + 3		FE + 3			
4.1.004	AALL443	Encumbrance Detail	FE + 3		FE + 3			
4.1.005	AALL446	Inventory and Cost Files	FE + 3		FE + 3	Note 1; use for merchandise		
4.1.006	AALL447	Investment Transaction Files	FE + 3		FE + 3			

Retention Codes (Field 7)				Archival Codes (Field 8)			
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4.1.007	AALL451	Interdepartmental Transfers	FE + 3		FE + 3	Notes 1 and 3; Departments must maintain any original backup that is required but not submitted for imaging to Financial Affairs; See codes AALL545, AALL552, AALL595, and ACC563 for further retention requirements when applicable.		
4.1.007	AALL452	Cash Transfer Sheets	FE + 3		FE + 3	Note 1		
4.1.008	AALL453	Electronic Fund Transfers	FE + 3		FE + 3	Direct deposit registers		
	AALL454	Detail-Credit Card Transaction-Includes credit card slip cover, electronic logs and other	FE + 3		FE + 3	Note 1		
4.2.001	AALL455	Departmental Deposit Vouchers	FE + 3		FE + 3	Notes 1 , 3; Departments must maintain any original backup that is required but not submitted for imaging to Financial Affairs		
4.2.001	AALL457	Documentation for Overrings, Refunds, Discounts & Complimentary Sales	FE + 3		FE + 3	Note 1		
4.2.002	AALL459	Cash Receipts and Related Records	FE + 3		FE + 3	Note 1		
4.2.003	AALL462	Cash / Check Receipt Logs	FE + 3		FE + 3	Note 1		

Retention Codes (Field 7)				Archival Codes (Field 8)			
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4.2.004	AALL464	Encumbrance Vouchers-Includes VP5	FE + 3		FE + 3	Notes 1 and 3; Departments must maintain any original backup that is required but not submitted for imaging to Financial Affairs		
4.2.005	AALL467	Purchase Vouchers-Includes: Requisitions, Receiving Reports, Invoices, or Statements, Change Orders, Best Value Determinations, etc.	FE + 3		FE + 3	Notes 1 and 3; Departments must maintain any original backup that is required but not submitted for imaging to Financial Affairs; See codes AALL545, AALL552, AALL595, and ACC563 for further retention requirements when applicable.		
4.2.007	AALL470	Procurement Card (Procard) and Office Depot Vouchers and Documentation	FE + 3		FE + 3	Notes 1 and 3; Departments must maintain any original backup that is required but not submitted for imaging to Financial Affairs; See codes AALL545, AALL552, AALL595, and ACC563 for further retention requirements when applicable.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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4.2.006	AALL472	General Journal Vouchers	FE + 3		FE + 3		Includes transfer and budget documents; Notes 1 and 3; Departments must maintain any original backup that is required but not submitted for imaging to Financial Affairs		
4.1	AALL473	Electronic Transfers Documentation	FE + 3		FE + 3		Includes Automated Clearinghouse (ACH), Electronic Funds Transfer (EFT), & wire transfers		
	AALL474	Authorization for Professional Services	FE + 3		FE + 3		Honorariums, employee & non-employee		
4.2.007	AALL476	Expenditure Vouchers-Includes Travel, Payroll, and other Payment Vouchers	FE + 3		FE + 3		Notes 1 and 3; Departments must maintain any original backup that is required but not submitted for imaging to Financial Affairs; See codes AALL545, AALL552, AALL595, and ACC563 for further retention requirements when applicable.		
4.3.001	AALL479	Sales Journals or Registers	FE + 3		FE + 3		Note 1		
4.3.002	AALL482	Receipts Journals or Registers	FE + 3		FE + 3		Note 1		
4.3.003	AALL484	Check Registers	FE + 3		FE + 3				
4.4.002	AALL490	Accounts Receivable Ledgers	FE + 3		FE + 3		Note 1		

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4.4.003	AALL493	Accounts Payable Ledgers	FE + 3		FE + 3	Note 1		
	AALL496	Fundraising Payment documentation for pledge drives, subscriptions, and support organizations	FE + 3		FE + 3	Refer to AALL015 for department, program, or organizational gift and donor administrative and transaction records and to AALL016 for donor history and information records. For institutional and major gifts and donations, refer to University Development DUR record series or contact Records Management Services.		
4.5.001	AALL504	Worksheets for Preparing Fiscal Records	FE + 3		FE + 3	Note 1		
4.5.002	AALL506	Internal Fiscal Management Reports - Includes departmental annual reports and budgets	FE + 3		FE + 3	Notes 1, 2		
4.5.002	AALL507	Sales Trends and Variances Analyses	FE + 3		FE + 3	Note 1		
4.5.005	AALL512	External Fiscal Reports	FE + 3		FE + 3	Note 1		
4.5.002	AALL521	Departmental Budgets and Budget Workpapers	FE + 3		FE + 3			
4.6.001	AALL524	Balancing Records	FE + 3		FE + 3	Note 1		

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	AALL525	Ticket Sales and Event Cash Reconciliation Records--Includes printing, selling, distribution, and accounting of tickets for university-sponsored athletic, performing arts, and other events.	FE + 5		FE + 5			
4.6.001	AALL526	Deadwood & Unsold Ticket Stock	FE + 3		FE + 3		Note 1	
4.6.002	AALL533	Reconciliations	FE + 3		FE + 3		Note 1	
4.6.003	AALL535	Petty Cash Records on Petty Cash Funds Including Approvals	FE + 3		FE + 3		Note 1	
4.5.002	AALL538	Signed Statement of Accounts	FE + 3		FE + 3		Note 1	
4.7.001	AALL540	Accounting Policies and Procedures Manual - Handbook of Business Procedures (HBP)	US + 3		US + 3	O	Note 1	
4.7.002	AALL542	Bank Statements	5		5		Note 1	
4.7.004	AALL545	Capital Asset Records	LA + 3		LA + 3			
4.7.008	AALL552	Contracts / Grants Master Files	AC + 7		AC + 7		AC = After completion of project & audits; CAUTION: Retention requirements may vary depending on the specific federal funding agency. Departments must ensure that records are retained in accordance with the terms of the contract or grant; Note 1	

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5.1.001	AALL570	Contracts, Leases, Purchase Orders, Bids, and Other Agreements	AC + 4		AC + 4		AC = Fulfillment, expiration or termination of the instrument according to its terms; Note 3		
5.1.003	AALL573	Delivery Reports	2		2				
5.1.004	AALL575	Address and Telephone Listings	US		US				
5.1.004	AALL576	Mailing Lists	US		US		Note 1		
5.1.005	AALL578	Postage Records	FE + 3		FE + 3				
5.1.007	AALL579	Printing Job Tickets	AV		AV				
5.1.012	AALL583	Charge Schedules/Price Lists	US + 3		US + 3				
5.1	AALL584	Equipment Insurance Coverage Requests	FE + 3		FE + 3				
5.1.013	AALL585	Insurance Policies (Equipment & Vehicles)	AC + 4		AC + 4		AC = Expiration or termination of the policy according to its terms		
5.1.014	AALL587	Office Procedures	US + 1		US + 1				
5.1.015	AALL589	Correspondence Tracking Records	1		1				
5.1.017	AALL590	Contract Log - List of university contracts, leases, and agreements including general obligation, land lease, utilities, and construction contracts.	FE + 3		FE + 3				
5.2.002	AALL595	Building Construction Project Files	AC + 10		AC + 10	O	AC = After completion of project; Note 2		
5.2.028	AALL596	Building Construction Contract and Inspection Records	LA + 10		LA + 10	O			

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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total	9. Remarks		

4.	5.	6.	7.			8.	10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	106 No.	TSLAC ONLY Amend. No.
5.2.001	AALL597	Surveys - Building & Property	AV		AV	O		
5.2.003	AALL598	University Owned Building Plans and Specifications	LA		LA	O	Note 2	
5.2.003	AALL599	Leased Building Plans and Specification	AC + 2		AC + 2		AC = Termination of lease	
5.2.027	AALL602	Space Utilization Reports	AV		AV			
5.2.004	AALL603	Building Space Requests	1		1			
5.2.005	AALL604	Calibration Records (Equipment or Instrument)	10		10			
5.2.006	AALL605	Certificates of Property Destruction	10		10			
5.2.007	AALL606	Damage Reports - Reports of damage to state property.	FE + 3		FE + 3			
5.2.008	AALL608	Equipment History File	LA + 3		LA + 3		Note 1	
5.1.011	AALL611	Equipment Use - Logs, Reports, and Check-Out Cards	AV		AV		Use AALL716 for vehicle repair records and AALL720 for vehicle use records	
5.2.010	AALL614	Equipment Manuals	LA		LA			
5.2.011	AALL616	Equipment Warranties	AC + 1		AC + 1		AC = Expiration of warranty	
5.2.012	AALL617	Estimate Files (Supply and Repair Cost Estimates)	1		1			
5.2.014	AALL618	Inventory - Annual Reports and Other Records	FE + 3		FE + 3			
5.2.019	AALL633	Service Orders and Related Records	1		1			
5.2.019	AALL635	Work Orders	1		1			
5.2.020	AALL639	Supply Usage Records	FE + 1		FE + 1			

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value CE – Calendar Year End FE – Fiscal Year End LA – Life of Asset MO – Months PM – Permanent US – Until Superseded	I – Transfer to Archives O – Review by Archivist



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2. Agency Code 721		3. Agency Name The University of Texas at Austin						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
5.2.021	AALL642	Surplus Property Sale Reports	FE + 3		FE + 3		Includes Lost & Found Auction; Note 1		
5.2.022	AALL645	Utility Reports	AV		AV				
5.2.026	AALL650	Facility Use Records, Request Forms, and Logs	2		2		Includes classroom registration lists		
5.3.002	AALL653	Freight Bills-paid	FE + 3		FE + 3				
5.3.004	AALL655	Order Acknowledgments	AV		AV				
5.3.005	AALL657	Packing Slips	AV		AV		Notes 1 , 3; Departments must maintain any original backup that is required but not submitted for imaging to Financial Affairs; See codes AALL545, AALL552, AALL595, and ACC563 for further retention requirements when applicable. Use ALL470 for Procurement Card (Procard) and Office Depot Purchases		
5.3.008	AALL661	Purchasing Logs	FE + 3		FE + 3				
5.3.009	AALL664	Request for Purchasing Information	AC		AC		AC = Date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable		
5.4.001	AALL667	Accident Reports and Associated Documentation	CE + 5		CE + 5		Refer to HR667 and UPD789 for other incident report retention requirements; 29 CFR 1904.33		

Retention Codes (Field 7)	Archival Codes (Field 8)
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2. Agency Code 721		3. Agency Name The University of Texas at Austin						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
5.4.002	AALL670	Evacuation Plans	US		US				
5.4.003	AALL672	Safety Inspections	AC + 3		AC + 3		AC = Date of correction of deficiency, if revealed in report		
5.4.003	AALL673	Facility and Equipment Inspection Records	AC + 3		AC + 3		AC = Date of correction of deficiency, if revealed in report		
5.4.003	AALL674	Fire Inspection Reports/Orders	AC + 3		AC + 3		AC = Date of correction of deficiency, if revealed in report		
5.4.007	AALL682	Safety Training	5		5		Health and Safety Code 502.009(g)		
5.4.007	AALL683	Hazardous Materials Training Records	5		5		Health and Safety Code 502.009(g)		
5.4.009	AALL688	Workplace Chemical Lists	30		30		Note 2; Health and Safety Code 502.005(d)		
5.4.010	AALL694	Material Safety Data Sheets	AC		AC		AC = After sheets are updated or hazardous chemicals no longer stored by UT		
5.4.011	AALL698	Visitor and Access Control Logs	3		3		Logs, registers, or similar records documenting visitors or access to limited access or restricted university collections, facilities, or systems. Include surveillance video. For surveillance video not used solely for visitor control refer to AALL699. Visitor sign-in books may have archival value.		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value CE – Calendar Year End FE – Fiscal Year End LA – Life of Asset MO – Months PM – Permanent US – Until Superseded	I – Transfer to Archives O – Review by Archivist



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			Agency	Storage	Total			

5.4	AALL699	Surveillance and Safety Monitoring Recordings -- video and digital files and associated documentation	AV		AV	Departments must establish and document consistent retention practices refer to HOP 8-11520. Contact Records Management Services for further assistance; State of Texas Local Schedule PS4050-06.		
5.4.012	AALL700	Security Access Records	AC + 2		AC + 2	AC = Until superseded, date of expiration, or date of termination, whichever is sooner		
5.4.012	AALL701	Security Access Records-Master Key assignments	PM		PM	Departments should develop retention plan for department copies of key requests/assignments but should plan to retain them for at least 3 years after issuance; master record retained by Locks and Keys division of Facilities Services		
5.4.013	AALL704	Disaster Preparedness and Recovery Plans	US		US			
	AALL705	Emergency Status Updates- Includes emergency log entries released by web, texts, or other media to notify and direct students, faculty, and staff	US + 5		US + 5			
5.5.001	AALL706	Billing Detail- Telecommunications	FE + 3		FE + 3	Note 1		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total	9. Remarks			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
5.5.002	AALL708	Long Distance Telephone Logs, Facsimile (Fax) Transmissions, and other Electronic Transfers	AV		AV				
5.5.003	AALL712	Telephone Messages / Telephone Activity Listings	AV		AV				
5.6.003	AALL716	Vehicle Inspection, Repair, & Maintenance Records	LA + 1		LA + 1				
5.6.003	AALL717	Vehicle Disposition Logs	LA + 3		LA + 3		Records of vehicle sold or transferred		
5.6.005	AALL720	Vehicle Use Report-includes mileage reports and other related operational activity	FE + 3		FE + 3		Note 1		
5.6.004	AALL723	License and Driving Records Check	US + AC + 5		US + AC + 5		AC = Until termination of employment; Upon termination final report is to be printed and retained in driver's employee folder for 5 year retention period.		
5.6.007	AALL724	Vehicle Title and Registration	LA		LA				
	AALL789	Minor Incident Reports not Investigated by University Police Department	AC + 1		AC + 1		AC = After investigated by department and closed		
	AALL790	Clery Reports	AC + 7		AC + 7		AC = Publication of report; 34 CFR § 668.46; 20 USC §1092(f)		
	AALL802	Research Reports to Regulating Agencies	3		3		Refer also to AALL096		

Retention Codes (Field 7)	Archival Codes (Field 8)
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2. Agency Code 721		3. Agency Name The University of Texas at Austin						
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			Agency	Storage	Total	9. Remarks		

	AALL804	Transportation of Hazardous Materials (other than Hazardous Waste)	AC + 2		AC + 2	AC = Hazardous Material accepted by initial carrier; 49 CFR 172.201(e) CAUTION: Shipping papers for hazardous waste must be retained for 3 years after acceptance by carrier; Refer to AALL805		
	AALL805	Transportation of Hazardous Waste	AC + 3		AC + 3	AC = Hazardous Waste accepted by initial carrier; 49 CFR 172.201(e)		
1.1.008	ACC027	Requests for New Accounts	FE + 3		FE + 3			
4.7.007	ACC028	Detailed Charts of Accounts-One for all accounts in use for a fiscal year	FE + 3		FE + 3			
4.7.005	ACC067	Insurance Reports and Documentation	AC + 3		AC + 3	AC = Resolution of claim		
1.2.005	ACC110	Records Retention Schedule - Agency Copy	US		US			
1.2.008	ACC114	Request for Authorization to dispose of records	FE + 3		FE + 3	For institutional requests to the Texas State Library and Archives Commission.		
1.2.010	ACC116	Records Disposition Log	10		10	Note 2		
1.2.011	ACC118	State Library Records Center Storage Forms	US		US	RMD106 –agency copy		
	ACC340	Tuition and Fee Charges	AC + 5		AC + 5	AC = After graduation or last date attended		
	ACC341	Financial Aid Documents	AC + 5		AC + 5	AC = Department of Education (DOE) acceptance of annual report		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



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			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	ACC343	National Direct Student Loan (NDSL) Student Loan Records	AC + 3		AC + 3		AC = Loan paid in full; 34 CFR 668.24(d)		
	ACC344	Institutional Student Loans	AC + 3		AC + 3		AC = Loan paid in full; Texas Local Schedule JC3750-01a (8)		
	ACC360	Student Records - Relevant Correspondence	AC + 5		AC + 5		AC = After graduation or date of last attendance		
2.1.002	ACC380	Automated Financial Data Files	AC		AC		AC = When supported records have met retention requirements; Refer also to AALL164		
4.2.001	ACC460	Cash Receipt and Cash Deposit Vouchers	FE + 3		FE + 3		Departments use AALL455; Notes 1 and 3		
4.2.007	ACC475	Cash Advance Requests	FE + 3		FE + 3				
4.3.003	ACC484	Expenditure Registers	FE + 3		FE + 3		Note 1		
4.4.001	ACC487	General and Subsidiary Ledgers	FE + 3		FE + 3		Note 1		
4.5.003	ACC510	Annual Financial Report	PM		PM		Note 1, 2; Submitted to State Depository Program through UT System		
4.5.005	ACC513	Unrelated Business Income Tax (UBIT) Workpapers	FE + 5		FE + 5				
4.2.001	ACC537	Lock Box Payment	FE + 3		FE + 3		Note 1		

Retention Codes (Field 7)	Archival Codes (Field 8)
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2. Agency Code 721		3. Agency Name The University of Texas at Austin						
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			Agency	Storage	Total	9. Remarks		

4.7.003	ACC544	Returned Check / Warrants / Drafts (Uncollectible)	AC		AC	AC = Until paid; the returned check is retained permanently if never paid; if paid, the check is retained for 3 fiscal years from payment date - refer to AALL441; Supports student bar; Note 1, 2		
4.7.009	ACC546	Fixed Asset Logs	US + 3		US + 3			
4.7.005	ACC548	Miscellaneous Ex-Student Debt Files	AC + 3		AC + 3	AC = Until paid; Supports student services bar, Note 1, 2		
4.7.006	ACC550	State Comptroller Reports /Uniform Statewide Accounting System (USAS), Detailed Accounting Financial Reports (DAFRS)	FE + 3		FE + 3	Note 1		
4.7.008	ACC557	Indirect Cost Calculations (Contracts and grants)	AC + 3		AC + 3	AC = Submission date of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report; satisfaction of Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (The Common Rule)		
4.7.010	ACC563	Long-Term Liability Records	AC + 3		AC + 3	AC = Termination of Liability; Note 1, 3		

Retention Codes (Field 7)	Archival Codes (Field 8)
AC – After Closed, Terminated, Completed, Expired, Settled AV – Administrative Value	I – Transfer to Archives O – Review by Archivist
CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



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			Agency	Storage	Total			

4.7.012	ACC565	Authorization for Signature Authority	US + FE + 3		US + FE + 3			
5.2.009	ACC629	Inventory Reports, Files, and Other Records	FE + 3		FE + 3			
3.2.008	ACC709	Direct Deposit Authorizations	AC + 3		AC + 3		AC = After last payment	
	ADM312	Application for Admission and Supplemental Materials for Applicants Who Do Not Enter - Includes high school and college transcripts,	AC + 1		AC + 1		AC = After application term	
	ADM322	Application Materials for All Applicants	AC + 1	10	AC + 11		AC = After application term; Full retention formula-1 year active retention plus 10 years of archival storage for a total retention of 11 years after application term	
	ADM323	Entrance Exam Reports – American College Testing (ACT), SAT	AC + 5		AC + 5		AC = Graduation or last semester enrolled	
	ADM395	Transfer Credit Evaluations	AC + 5		AC + 5		AC = Graduation date or date of last attendance	
1.3.002	ARC135	Publication Files-Fundraising Brochures	AV		AV	I	Subject to archival review by architecture library archivist	
	ATG154	Permanent Collection Records	PM		PM			
	ATG155	Artist Files	AV		AV		CAUTION: Refer to AALL570 for artist contracts	

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total			

	ATG156	Loan Files (Art)	AC + 7		AC + 7		AC = Termination of the loan; artwork and materials returned CAUTION: Upon the expiration of the retention period, repositories should consider transferring loan records to ATG154 if they possess continuing reference or administrative value.		
	ATG157	Exhibition Records	PM		PM	O	Permanent for exhibit descriptions, renderings, layout diagrams, photographs of exhibit, lists of artifacts or items included, and publicity or advertising; 7 years for all other records		
1.1.004	BUD012	Requests for Legislative Appropriations - workpapers	AC + 6		AC + 6		AC = Sept 1 of odd-numbered calendar years		
1.1.004	BUD013	Requests for Legislative Appropriations (bound)	50		50	I			
4.5.006	BUD519	Annual Operating Budget (bound)	50		50	I			

Retention Codes (Field 7)						Archival Codes (Field 8)	
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



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2. Agency Code 721		3. Agency Name The University of Texas at Austin						
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			Agency	Storage	Total			

4.5.006	BUD520	Summer Session Budget	10		10	Discontinued-Records created prior to 2007 will be managed with this code; When no records in this series remain this series will be removed from the schedule		
4.5.006	BUD522	Annual Operating Budget Requests - workpapers	10		10	Note 2		
4.5.002	BUD523	Departmental Budget Commitment Records	FE + 5		FE + 5	Note 2		
4.5.002	BUD524	Budget Planning and Forecasting Records- reports and workpapers Tuition Policy Advisory Committee (TPAC)	FE +5		FE +5	Note 2		
	CAR336	Credentials Service Student Records	AC + 6		AC + 6	AC = From date file is opened		
	CAR371	Counseling Client Student Records	AC + 10		AC + 10	AC = After last attended session; Note 2		
	CEE233	Registration Forms-Continuing Education Programs	PM		PM			
	CEE234	Verification of Continuing Education Units Earned (CEU)	AC + 7		AC + 7	AC = Date CEU earned		
	CEE235	Training and Educational Achievement Records (Individual)	AC + 7		AC + 7	AC = Termination of employment; Includes General Education Development (GED) and basic education		

Retention Codes (Field 7)	Archival Codes (Field 8)
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PM – Permanent US – Until Superseded	



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			Agency	Storage	Total	9. Remarks			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	CMH368	Client Records	AC + 2	5	AC + 7		AC = Date of last consultation or visit; 22 TAC §681.41(q) and (r); 22 TAC §465.22 (d); 22 TAC §165.1(b)	09-721-022	
	CMH371	Telephone Counseling Services Daily Calls Records	AC + 7		AC + 7		AC = After last contact ; 22 TAC §681.41 (q) and (r); 22 TAC §465.22(d); 22 TAC §165.1(b)		
	CMH372	Medical Withdrawals (MWDs), Retroactive Medical Withdrawals (RMWDs), and Course Load Reductions (CLRs)	AC + 7		AC + 7		AC = Date of withdrawal; Note 2; 22 TAC §681.41 (q) and (r); 22 TAC §465.22(d); 22 TAC §165.1(b)		
	CMH373	Analysis of service-telephone counseling records	AC + 5		AC + 5		AC = After last contact		
	CTL391	Credit by Examination Records --Answer Sheets and Rosters	AC + 15		AC + 15		AC = Test date		
	CTL408	Official Course Instructor Surveys (CIS)	10		10		Note 2		
	CTL427	Validity Studies	AC + 3		AC + 3		AC = Until present test is discontinued		
	CTL428	Credit by Examination Records-Answer Sheets	AC + 1		AC + 1		AC = Test date for locally administered (on campus) exams		
	DSO021	New Organization Registration Paperwork	PM		PM	I	For student organizations; Note 2		
	DSO022	Disciplinary Records for Student Organizations	AC + 5		AC + 5		AC = After fulfillment of penalty		A1
1.1.070	DSO061	Student Government Constitution and By-Laws	PM		PM	O	Note 2		
1.1.070	DSO062	Senate of College Councils Constitution and By-Laws	PM		PM	O	Note 2		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total				

4.	5.	6.	7.			8.	9.	10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	Remarks	106 No.	TSLAC ONLY Amend. No.
1.1.048	DSO079	Student Legal Services Case Files	AC + 2		AC + 2	O	AC = Exhaustion of legal remedies		
	DSO086	Student Government Student Assembly Minutes	PM		PM	O	Note 2		
	DSO377	Deceased Student Files	AC + 5		AC + 5		AC = Date of notification of death		A1
	DSO378	Records for Students with Disabilities	AC + 5		AC + 5		AC = After graduation or date of last attendance		
	DSO379	Student Disciplinary Records	AC + 6		AC + 6		AC = From date file is opened		A1
	DSO381	Student Disciplinary Records with Permanent Penalties	PM		PM		Note 2		
	DSO407	Student Organization Legal Responsibilities Statements	AC + 5		AC + 5		AC = After close of the semester		
	DSO408	Student Incident Report	AC + 5		AC + 5		AC = After resolution of incident		A1
2.1.002	DSO449	Investment Data Files	FE + 3		FE + 3		Note 1 ; Refer to AALL164 for further information on retaining data files		
1.1.019	DUR039	Centennial Files	PM		PM	I	Note 2		
1.1.019	DUR041	Building Dedication Files	PM		PM	I	Note 2		
1.1.019	DUR043	Commencement Program/Files	PM		PM	I	Note 2; Refer to RMUE001		
	DUR062	Dad's Association Files	PM		PM	I	Note 2		
	DUR063	Professional Association Files	7		7				

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total			

	DUR072	Gift Records - Institutional	PM		PM	I	CAUTION: The name or other identifying information about a donor may be withheld from public disclosure under the Public Information Act. TGC § 552.1235.		
1.1.019	DUR073	Special Events Files	PM		PM	I			
	DUR074	Endowment files	PM		PM		UT System maintains duplicate copy		
	DUR075	Planned giving files	PM		PM				
4.7	DUR076	Corporate and Foundation proposals	AC + 7		AC + 7		AC = Proposal submitted; Master record maintained in Office of Sponsored Projects		
	DUR077	Planned Gifts-Commitments	AC		AC		AC = Gift is realized upon settlement of donor's estate		
	DUR078	Planned Gifts-Estate Administration	AC + 3		AC + 3		AC = Receipt of full gift; UT System changes status to closed; UT System maintains original documents		
	EDO269	Faculty Information	AC + 5		AC + 5		AC = Termination of employment		
	EDO389	Student Teaching Applications	AC + 20		AC + 20		AC = Completion of assignment		
	EDO390	Student Teacher Evaluations	AC + 20		AC + 20		AC = Completion of assignment		
	EDO396	Teacher Certification	AC + 5		AC + 5		AC = After certification		

Retention Codes (Field 7)						Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



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SLR 105

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			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	EDO626	Personal Computer (PC) Removals from Campus Log	FE + 3		FE + 3				
5.2.003	EHS597	Building History Files	LA		LA	O	Note 2; Archival review required for university owned buildings only		
5.4.009	EHS675	Asbestos Records	AC + 30		AC + 30		AC = completion of abatement or other project; for asbestos exposure incidents use HR667; TAC 295.62(a); Where both state and federal retention requirements apply, federal requirements take precedent		
5.4	EHS679	Temporary Food Permits	AC + 3		AC + 3		AC = After expiration of permit		
5.4	EHS680	Industrial Wastewater Discharge Permit	FE + 4		FE + 4				
5.4.008	EHS686	Correspondence on Hazardous Waste	30		30				
5.4.009	EHS689	Chemical Waste Disposal Request	30		30				
5.4.009	EHS690	Weight Summary - Chemical Waste	30		30				
5.4.009	EHS691	Hazardous Waste Manifests	PM		PM				
	EHS692	Radiation Records	PM		PM		Where both state and federal retention requirements apply, federal requirements take precedent		

Retention Codes (Field 7)	Archival Codes (Field 8)
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	EIM016	General Educational Development (GED) Surveys, Reports	AC		AC	O	AC = Survey/report completed and submitted; Must be destroyed in accordance with The American Council on Education GED Testing Center, Texas Education Agency GED Unit, and Arkansas Department of Career Education GED Administration Office guidelines		
	EIM300	GED, Tests and Essays	AC + 3mo		AC + 3mo		AC = Scoring completed; Must be destroyed in accordance with The American Council on Education GED Testing Center, Texas Education Agency GED Unit, and Arkansas Department of Career Education GED Administration Office guidelines		
	EIM301	Program Enrollment Forms	AV		AV				
5.1.010	ENR580	Non-Vehicle License Records/Forms	PM		PM		Note 2		
5.2.019	ENR636	Work Orders-Machinist	AC + 3		AC + 3		AC = After work order is completed		
5.4.010	ENR695	Special Nuclear Material Forms	PM		PM		Note 2		
3.3	EOS260	Affirmative Action Plans for Regular Employees	2		2		41 CFR 60-1.12(b)		A1
3.3.031	EOS296	Equal Employment Opportunity (EEO) Reports	5		5		Includes 29 CFR 1602.30, 1602.32, 1602.39, 1602.41, 1602.48, 1602.50		

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3.3.031	EOS297	EEO Complaint Files	AC + 5		AC + 5		AC = Final decision regarding complaint; Includes 29 CFR 1602.30, 1602.32, 1602.39, 1602.41, 1602.48, 1602.50		
1.1.023	EVP051	Professorships, Faculty, Chairs Organization chart	PM		PM	I	Includes endowed positions; Note 2		
3.1	EVP209	Faculty Files	AC + 15		AC + 15		AC = Conclusion of final appointment; Includes emeritus positions; Note 2		
1.1.058	GFO085	Meeting Minutes – General Faculty, Faculty Senate, and University Council	PM		PM	I	Audio tape transcripts & unedited typescripts also kept; Note 2		
1.1	GFO088	Election Ballots	2		2				
1.1	GFO089	Election Tally Sheets	2		2				

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3.1.018	GFO090	Faculty Grievance Committee Records	PM		PM	Refer to University of Texas HOP 2-2310; The [Faculty Grievance Committee] chair shall be responsible for maintaining records on all grievances filed and their ultimate disposition. At the end of each year, copies of these records shall be forwarded to the Secretary of the General Faculty for appropriate maintenance. The chair shall, in addition, provide the president and the Faculty Council an annual report summarizing the Committee's work. Refer to AALL212 for retention of summary reports not on file in General Faculty Office (GFO).		
	GFO200	Faculty Memorials-Original files	AV		AV	I When the memorial has been entered into the database and bound book the original file will be transferred to the University Archives.		
	GFO201	Faculty Memorials-Bound	PM		PM	Bound book of tributes kept permanently by GFO.		

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	GS363	Graduate Student Files	AC	50	AC + 50	I	AC = Graduation date; Note 2	93-721-006, 94-721-012	
	GS400	Residency Affidavits and Documentation - Declarations filed by students regarding state residency status required to determine tuition status. Records may include but are not limited to: affidavits; correspondence regarding residency; and related documentation.	AC + 6		AC + 6		AC = After submission; TEC §54.052		
	GS423	Graduate Admission Figures by Department	PM		PM		Note 2		
	GSB361	Undergraduate Student Files	AC + 5		AC + 5		AC = Graduation date or last date of attendance		
	GSB362	Graduate Student Files	AC + 5		AC + 5		AC = Graduation date or last date of attendance		
	GSB418	Bound Course Descriptions	FE + 5		FE + 5				
	HPO400	Evaluations for Students to Attach to Grad School Applications	AC + 3		AC + 3		AC = Graduation date or date of last attendance		

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3.1.006	HR191	Employee Assistance Program (EAP) Counseling Records	AC + 7		AC + 7	AC = Termination of employment or from termination of employed family member when family members are also counseled; 22 TAC §681.41(q) and (r); 22 TAC §465.22(d); 22 TAC §165.1(b); Note 2		A1
3.1.011	HR192	Employee Retirement Program Records	AC + 10		AC + 10	AC = Termination of employment; Note 2		
3.1.011	HR193	Employee Life Insurance Records	AC + 10		AC + 10	AC = Termination of employment; Note 2		
3.1.011	HR194	Retiree Insurance Selection Records	AC + 10		AC + 10	AC = Signature date on document		
3.1.011	HR195	Retiree Life Insurance Records	AC + 10		AC + 10	AC = Signature date on document		
3.1.011	HR196	Employee Short Term Disability and Long Term Disability Claim Records	AC + 10		AC + 10	AC = Termination of employment		
3.4.001	HR197	Employee Leave Records including Leave without Pay (LWOP)	FE + 3		FE + 3			

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3.1.011	HR198	Employee Insurance Selection Records	AC		AC	AC = Until superseded or termination of employment; CAUTION: records that serve as payroll deduction authorizations must be kept for AC + 4 where AC = Termination of employee or amendment, expiration or termination of the authorization—whichever is sooner(as required by state RRS item 3.2.001/AALL249); Note 2		
3.1.012	HR200	Employment Advertisements	3		3	Note 5		
3.3.011	HR208	Individual Personnel Files	0	AC + 75	AC + 75	AC = Termination of employment; Legacy files retained in microforms for employment verification purposes; Refer also to HR267; back-up stored at TSLAC Records Center	96-721-018	
3.1.022	HR220	Personnel Information or Action Forms	AC + 3		AC + 3	AC = After termination of employment; Official copy; CAUTION: Do not assign this code to a record that can be classified under another record series in the UTRRS; 29 CFR1602.49(a)		A1

Retention Codes (Field 7)				Archival Codes (Field 8)			
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3.1.038	HR221	Public Access to Directory Information	US		US	Documents employee electing to keep home address and other information open or confidential under the Public Information Act, TGC 552.024		
3.1	HR228	Drug Test Records - Includes records of negative and positive results, refusals to take required tests, and all records pertaining to administration of drug and alcohol testing	FE + 5		FE + 5	49 CFR §382.401		
3.1.026	HR229	Background Report or Information Obtained from Third Party Agencies	AC		AC	AC = The criminal history record has served the immediate purpose for which it was obtained; Includes reports from law enforcement agencies and background check vendors; TGC 411.094(e); Refer to University HOP 5-1140		
	HR231	Fair Credit Reporting Act Adverse Employment Action Notifications	AC + 5		AC + 5	AC = Date of hire decision; 15 U.S.C. § 1681b(b)(3)(A)(i), (ii); 15 USC § 1681p		
3.1.027	HR232	Training Records-Individual Employees	AC + 5		AC + 5	AC = Termination of employment		
3.1	HR233	Leadership Survey Resource	AV		AV			

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3.1.029	HR238	Form (I-9); Employment Eligibility Verification	AC + 3		AC + 3	AC = Termination of employment; 8 CFR 274a.2(b)(2)(i)(A) and (c)(2); CAUTION: Must retain 3 years from date of hire or 1 year after separation from employment, whichever is later		
3.1.031	HR240	Employee Benefits- Other than Insurance	AC + 3		AC + 3	AC = Termination of employment		
3.1	HR241	Orange Santa Program documentation	AC + 1		AC + 1	AC = After close of event		A1
3.1.036	HR242	Apprenticeship Records	5		5	29 CFR 30.8(e)		
3.2.009	HR257	Deferred Compensation	AC + 5		AC + 5	AC = Account totally distributed		
3.3.004	HR261	Insurance-Benefits plans, group plans	US + 3		US + 3	29 CFR 1627.3(b)(2) Merged with HR262		
3.3.010	HR265	Labor Statistics Report	3		3			
3.3.011	HR267	Former Employees Verification Files	AC + 75		AC + 75	AC = Termination of employment; Refer also to HR208; Note 2		
3.3	HR268	Verification of Employment Requests (VOE) - requests, verifications, and related documentation	AC + 1		AC + 1	AC = Request filled; Note 2		
3.3	HR284	Job Audits	AC + 3		AC + 3	AC = Completion of audit		
3.3.026	HR286	University Staffing Reports	US + 3		US + 3	Note 1		

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3.3	HR287	Hiring Reports -Hiring Reports- Includes but not limited to collected data of number of applicants who self-identified as individuals with disabilities pursuant to 41 CFR §60-741.4, or who are otherwise known to be individuals with disabilities; applicants who self-identify as veterans; the total number of job openings and total number of jobs filled; the total number of applicants for all jobs; the number of applicants with disabilities hired; and the total number of applicants hired.	3		3	41 CFR §60-741.44 (k); 41 CFR 60-300.44(f); 41 CFR 60-300.44(f); 41 CFR 60-300.45; Refer also to AALL096 for non-fiscal reports		
3.3	HR288	Federal Veteran Information Invitation to Self-Identify	AC +2		AC + 2	AC = Date the record is made or the date of self-identification, whichever is later. CAUTION: In the case of involuntary termination the record must be retained for two years after termination; 41 CFR §60-300.42, §60-300.23(d)		

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3.3	HR289	Voluntary Self-Identification of Disability	AC + 2		AC + 2	AC = Date the record is made or the date of self-identification, whichever is later. CAUTION: In the case of involuntary termination the record must be retained for two years after termination; 41 CFR §60-250.42		
3.3	HR290	Human Resource Program Records – Administration of wellness, professional or personal development, and other optional programs for university staff	5		5	Refer to AALL294 for training materials and HR232 for records for individual employees. Documentation for grant funded programs must be retained for the duration of the grant period and 4 years thereafter.		
3.4.008	HR303	Sick Leave Pool Requests	AC + 5		AC + 5	AC = Termination of employment; Note 2		
3.4.007	HR304	Family Medical Leave Act- Requests, documentation	AC + 5		AC + 5	AC = Termination of employment; Note 2		
3.1	HR305	Telecommuting Agreement	AC + 5		AC + 5	AC = Termination of contract or end date of agreement		
5.4.001	HR666	Workers' Compensation Reports and Other Records	CE + 5		CE + 5	Texas Department of Insurance Retains copies 50 years; Use HR667 for exposure of an employee to airborne or bloodborne pathogens; 29 CFR 1904.33		

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5.4.001	HR667	Workers Compensation Reports Involving Exposure to Airborne or Bloodborne Pathogens	AC + 30		AC + 30		AC = Termination of employment; Use HR666 for Other Workers' Comp issues; 29 CFR 1910.1020(d)(1)(ii); Note 2		
3.2.007	HR668	Unemployment Compensation records- Applications, Appeals, and Determination of Payment	AC + 5		AC + 5		AC = Final decision		
	HRH153	Artworks File	PM		PM	I	Note 2; Archival transfer is internal, materials remain in HHRHRC		
5.4.011	HRH162	Readers' Application and Access Files	3		3	I			
1.1.002	IA004	Internal Audits - Workpapers and Reports	AC + 7		AC + 7		AC = Date of audit completion; Maintained by the Office of Internal Audits		
1.1.024	IA005	Internal Audits - Audit Plans	AC + 7		AC + 7	O	AC = Date of audit completion; Maintained by Office of Internal Audits		
	ICA001	General Athletics Correspondence	4		4				
	ICA002	Student-Athlete Records- Includes: Student-Athlete Statement; Student-Athlete Affirmation of Eligibility ; Big 12 Participation reports/UT Competition reports; Student-Athlete Medical Records; Affidavit of Financial Aid; Housing; Employment; Amateurism; Consent forms-Drug consents, Buckley, etc.	AC + 6		AC + 6		AC = Last semester enrolled		

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	ICA003	Student-Athlete Medical/Insurance Records	AC + 7		AC + 7		AC = Expiration or termination of policy; UT System retains 20 years; 29 CFR 1627.3(b)(2)		
3.3.004	ICA004	Insurance Policies for Athletes	AC + 4		AC + 4		AC = Expiration or termination of policy; UT System retain 20 years; 29 CFR 1627.3(b)(2)		
	ICA005	Athletics Compliance Records-- Includes National Collegiate Athletic Association (NCAA) reports, NCAA squad lists	7		7				
4.5.005	ICA006	Annual Financial Report	FE + 6		FE + 6				
4.5.002	ICA007	Annual Operating Budget	FE + 3		FE + 3				
	ICA008	Student-Athlete Drug Testing Records	5		5		5 years or end of eligibility for positive test records (whichever is later); 2 years for negative test records		

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	ICA010	<p>Recruiting Records-Records document the recruitment of athletes into the institution's intercollegiate athletics program. The series also provides a record of the recruitment process for prospective players created by the institution to comply with NCAA and conference rules and regulations. This series may include but is not limited to the institution's football questionnaire forms with personal, scholastic, football, general, and transcript release information; information request cover sheets; grade transcripts; Information for Certification of NCAA Freshman Athletics Eligibility Compliance (with By-Law 5-1-j forms, number 40-c); letters of intent; copies of admissions forms and materials; performance reports; telephone and conversation notes; mailing lists; and related documentation and correspondence.</p>	AC + 5		AC + 5	<p>AC = Graduation or last semester attended for students who accept; decision date for students who decline.</p>		
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	ICA011	Scheduling Records-Records document competition schedules set up with other institutions by coaches and the athletic director. This series may include but is not limited to correspondence; phone notes; contracts; final schedules; and related documentation and correspondence.	AC + 6		AC + 6		AC = Expiration of contract		
	ICA012	Sports Merchandising-Records document the sale of institutional and NCAA-licensed merchandise at sporting events. Records may include sales reports; merchandise comment sheets; and related correspondence.	4		4				

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			Agency	Storage	Total			

	ICA013	Student Academic Advising-Records document academic advising of prospective and current student athletes, provides records of academic progress while students are involved in athletic programs at the institution, and complies with NCAA, and conference reporting requirements. These records include letters of intent; renewals of letters of intent; transcripts; grade reports; petitions; academic evaluations; advanced standing reports; advisors' report sheets showing progress towards academic degree; program planning sheets; NCAA Progress Reports; students' requests for release from athletic programs; disciplinary memoranda; and related correspondence.	AC + 5		AC + 5		AC = Last semester attended		
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Retention Codes (Field 7)				Archival Codes (Field 8)	
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Archives	
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	



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			Agency	Storage	Total			

	ICA014	Student Athlete Dining Records- Documentation of the meals consumed by student athletes as part of the training table. This series may include but is not limited to rosters with the names of athletes partaking of meals and absent from meals; menus; and related documentation and correspondence.	2		2				
	ICA015	Claims files-Records document the verification and payment of secondary coverage insurance claims of injured student athletes. This series may include but is not limited to lists of requests for claims payment; transmittal letters; ledgers of providers, payment amounts, and reference numbers; and related documentation and correspondence.	AC + 5		AC + 5		AC = Claim settled		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Archives			
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			Agency	Storage	Total			

	ICA016	Catastrophic Injury Reports-Records document on-going insurance activity on cases that qualified for catastrophic status by having claims of over \$50,000 for NCAA schools in the first two years of the claim. This series may include but is not limited to accident reports; annual insurance questionnaires; notes; claim forms; and related documentation and correspondence.	75		75				
	ICA017	Photographs and Films-Includes photographs and films taken during games, tournaments, and practice sessions. Individual athletes and action shots are included.	PM		PM	I	May be transferred to University Archives		
	ICA018	Event Files-Includes facility requests, Frequently Asked Questions (FAQs), checklists, function sheet, invoice, pertinent correspondence, vendor invoices, client CC #, custodial service requests, cater function sheets, copy of client's check, physical plant work orders, parking information, schedules, agendas,	AC + 4		AC + 4		AC = completion of event		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total			

	ICA019	Game Statistics-Records document the practice, playing, and attendance statistics about each game and the season for each sport by playing year. This series may include but is not limited to player academic statistics; season and game player statistics; recruitment records; special teams statistics; rankings; awards information; NCAA game statistics; media releases; all-conference nominations; spring and fall camp depth charts; numerical rosters; media guides; narrative reports on games and scrimmages; final team statistics for each game; NCAA official scoring summaries; play-by-play written reports; and related documentation and correspondence.	75		75	O			
	ICA020	Scouting Records-Records of activities to prepare for a game, includes documentation of opponents games, and site conditions.	AC		AC		AC = Until the game takes place.		
1.1.070	ICA021	Athletic Policies and Procedures	AC + 3		AC + 3	O	AC = Termination or completion of program, rules, policy, or procedures		
	IO199	International Scholars Program Administration Records	3		3				

Retention Codes (Field 7)	Archival Codes (Field 8)
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CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



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			Agency	Storage	Total			

4.	5.	6.	7.	7.	7.	8.	10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	106 No.	TSLAC ONLY Amend. No.
	IO200	Application for Individual Tax Identification numbers	AC + 3		AC + 3			
	IO201	J-1 Exchange Visitor Files	AC + 3		AC + 3			
	IO202	Employment-Based Nonimmigrant Visa - Includes both internal documents and forms submitted to the U.S. Citizenship and Immigration Services (USCIS), including Form I-129, Petition for a Nonimmigrant Worker.	AC + 1		AC + 1			
	IO203	Nonimmigrant Visa Public Inspection File	AC + 1		AC + 1			

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			Agency	Storage	Total			

3.2	IO204	Nonimmigrant Visa Payroll Records - Required payroll records for H-1B, H-1B1, and E-3 visas.	3		3	Refer to PAY250 for university payroll records for all employees. CAUTION: If an enforcement action is commenced, all payroll records shall be retained until the enforcement proceeding is completed through the procedures set forth in 20 CFR Chapter V, Part 656, Subpart I. 20 CFR 655.760(c)		
3.1	IO205	Immigrant Petition for Worker (I-140)	AC + 1		AC + 1	AC = Employee has attained permanent resident status		
3.1	IO206	Application for Permanent Employment through Labor Certification	AC + 5		AC + 5	AC = Date of filing ETA 9089; 20 CFR 656.10(f); The Director and Librarian of the Texas State Library and Archives Commission, by authority of Texas Government Code, Section 441.191(a), has authorized the return of transcripts or other original documents from foreign institutions to the student/applicant when all retention requirements have been satisfied as a permitted exception against the alienation of state records		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total			

4.	5.	6.	7.			8.	10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	106 No.	TSLAC ONLY Amend. No.
	IR054	Coordinating Board Liaison Material	10		10	Note 2		
	IR275	Faculty Teaching Load Reports	5		5	Note 2		
	IR362	Building Space Inventory -includes all facilities under the jurisdiction or control of UT Austin and the Board of Regents, regardless of location	FE + 3		FE + 3	Note 1,2		
	IR602	Building and Room Report	FE + 3		FE + 3	Note 2		
	IT027	Computer Account Requests	AC + 3		AC + 3	AC = Request completed.		
	IT046	Request for Information	FE + 3		FE + 3			
2.2.001	IT047	Network Transactional Data	6 mo		6 mo	Note 4; Information used to track a person's use of the network		
2.2.001	IT048	Network Content Data	14 days		14 days	Note 4; Includes anything representative of person's activities while on the network		
2.2.001	IT049	Statistical Data/Summary Data	1		1	Note 4; Systemic and aggregated de-identified statistical data		
2.2.001	IT050	System Logs	90 days		90 days	Note 4; Non-end user specific system log information (error logs, authentication logs, syslogs, etc.) used to ensure system stability, investigate activities, track performance, identify trends.		

Retention Codes (Field 7)						Archival Codes (Field 8)	
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			Agency	Storage	Total	9. Remarks		

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	JSG001	GeoForce Student Records	AC + 1		AC + 1		AC = Student participation in program		
	JSG002	GeoForce Student Applications for students who do not enter	AC + 1		AC + 1		AC = Decision date		
	KUT006	Federal Communications Commission(FCC) Records – Public File	AC + 3		AC + 3		AC = After broadcast, document filing; 47 CFR 73.3527(e)(2)		
	KUT007	Programming Logs – Daily Logs	FE + 3		FE + 3		47 CFR 73.3527(e)(2); Note 1		
5.2.020	KUT640	Satellite Use Records	FE + 3		FE + 3		47 CFR 73.3527(e)(2); Note 1		
5.1.001	LBJ571	Research Files – Proposal, Contract, Fiscal Reports	AC + 5		AC + 5		AC = After completion of project or longer as directed by contract		
	LIB126	Copyright Records	PM		PM	O			
	LIB139	General Libraries Shelf List	US + 1		US + 1				
	LIB141	Library Material Inventory -Listing via the online catalog	US + 1		US + 1				
	LIB142	Serials Kardex	US + 1		US + 1				
	LIB143	Library Materials Orders Outstanding File	FE + 3		FE + 3				
	LIB144	Library Special Purchases	FE + 3		FE + 3				
	LIB145	Library Proxy List	5		5				
	LIB146	Current Library Circulation Transactions	5		5				
	LIB147	Manual Library Circulation System	5		5				
	LIB148	Benson Latin American Collection Serials Check-in File	AV		AV				

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	LIB149	Benson Latin American Collection Serials Backlog File	AV		AV				
	LIB150	Retrospective Hold for Library Materials	AV		AV				
	LIB151	Library Fine Appeals	AC + 3		AC + 3		AC = After decision on appeal or fine is paid		
	LIB165	Online Catalog of Library Holdings for General Libraries	US		US				
	LIB177	Online Catalog System Documentation	US + 3		US + 3				
4.4.002	LIB491	Prompt Payment Service Statements (Circulation)	FE + 3		FE + 3				
5.2.023	LIB648	Year-to-Date Activity (Inventory Listing)	FE + 3		FE + 3				
5.1	MCD008	Radio Scripts	4		4				
4.1.005	MCD447	Visitor's Center Merchandise Inventory	FE + 3		FE + 3				
	NUR001	Immunization Records	AC + 1	9	AC + 10		AC = Last appointment. Note: For minors, retention is 21st birthday or 10 years following end of calendar year in which consent form was signed, whichever later; If records of several family members are located in the same file, retention period is based upon age of youngest family member.		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total			

	NUR002	Patient Records	AC + 1	6	AC + 7	AC = Last appointment. Note: For minors, retention is 21st birthday or 10 years following end of calendar year in which consent form was signed, whichever later; If records of several family members are located in the same file, retention period is based upon age of youngest family member.		
	NUR003	Infant, Child, and Family Immunization Records	AC + 2	19	AC + 21	AC = Last appointment. Note: For minors, retention is 21st birthday or 10 years following end of calendar year in which consent form was signed, whichever later; If records of several family members are located in the same file, retention period is based upon age of youngest family member.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



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			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	NUR004	Infant, Child, and Family Patient Records	AC + 2	19	AC + 21		AC = Last appointment. Note: For minors, retention is 21st birthday or 10 years following end of calendar year in which consent form was signed, whichever later; If records of several family members are located in the same file, retention period is based upon age of youngest family member.	10-721-023	
1.1.070	OCS001	University Handbook of Operating Procedures (HOP) Policies	PM	0	PM	I			
1.1.071	OCS002	Documentation tracking and authorizing changes to the University HOP Policies	PM	0	PM	I			
1.1.071	OCS003	Policy development working files for the University HOP Policies	AC + 3	0	AC + 3	O	AC = Publication of update to HOP		
3.1.039	OMB001	Ombudsperson Records	AC		AC		AC = Final decision or matter closed		
	OP019	Presidential Correspondence	5		5	I			
	OP590	Harrington Fellows Files	AC + 8		AC + 8		AC = After application due date		
	OP591	Harrington Planning, Meeting, Event Correspondence and Associated Files	3		3				
	OP592	Harrington Fellows Program Policy and History Files	AC		AC	O	AC = Termination of award		

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			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	10. 106 No.	11. TSLAC ONLY Amend. No.
	ORS001	Review Board Policies and Procedures	AC + 3		AC + 3	AC = Completion or termination of program, rules, policies, or procedures		
	ORS002	Review Board Members	AC + 1		AC + 1	AC = Duration of membership		
	ORS003	Institutional Review Board Minutes	AC		AC	AC = When protocols referenced in the minutes have met retention requirements		
	ORS004	Institutional Animal Care and Use Committee (IACUC) Minutes and Documentation	AC		AC	AC = When protocols referenced in the minutes have met retention requirements; 9 CFR Part 2 Subpart C2.35; Public Health Service (PHS) Policy IV.E.		
	ORS005	Institutional Biosafety Committee Meeting Minutes	3		3	45 CFR 46.115(b)		
4.7.008	OSP552	Contracts/ Grants Files	AC + 7		AC + 7	AC = After termination of contract or grant; Notes 1, 2		
4.7	OSP554	Grant or Contract Proposal Files - Rejected	AV		AV			
3.2.001	PAY249	Retirement Authorization Forms - Deferred compensation authorization	AC + 50		AC + 50	AC = Termination of employment; Refer to HR257 for other deferred compensation documentation		
3.2.002	PAY250	Employee Earning Records	4		4	40 TAC 815.106(i)		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total					

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3.2.005	PAY255	Employee Withholding Allowance Certificate (W-4) Forms	AC + 4		AC + 4		AC = Until superseded, obsolete, or upon separation of employee; 26 CFR 31.6001-1 (e)(2)		
3.2.007	PAY256	Unemployment Compensation Records	AC + 5		AC + 5		AC = After payments to former employee ceases		
3.2.008	PAY257	Direct Deposit Application/Authorization	US		US				
3.2.010	PAY258	Human Resources Information Systems (HRIS) Reports	AC + 4		AC + 4		AC = After reconciliation of entries and acceptance of reports		
4.4.004	PAY494	Employee Savings Bond Ledger	FE + 3		FE + 3				
4.1.001	PTS434	Citations / Permits - Refunds	FE + 3		FE + 3		Note 1		
4.6.001	PTS525	Cashier Shifts Reports	FE + 3		FE + 3		Note 1		
4.6.001	PTS527	Daily Summary Reports	FE + 3		FE + 3		Note 1		
4.6.001	PTS529	Register Audit Tapes	FE + 3		FE + 3		Note 1		
5.6.009	PTS727	Garage Card and Parking Permit Applications	FE + 1		FE + 1				
	PTS788	Tickets / Citations Issued	5		5				
	PTS799	Tow Warnings	FE + 1		FE + 1				
	PTS800	Impound Reports	FE + 1		FE + 1				
4.2.005	PUR005	Purchase Orders	AC + 7		AC + 7		AC = Final payment; Notes 1 and 3		
4.7.011	PUR006	Texas Facilities Commission Statements	FE + 3		FE + 3		Notes 1 and 3		

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			Agency	Storage	Total			

4.1	5.	6.	7.			8.	10.	11.
	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	106 No.	TSLAC ONLY Amend. No.
	PUR709	Payee Information Forms /Request for Taxpayer Identification Number (TIN) and Certification (W-9) Forms	AC + 3		AC + 3	AC = After final payment		
	REC502	Recreational Sports Program Files	FE + 3		FE + 3			
	REG051	Student Signature Documents	PM		PM	Note 2		
	REG052	Date of Birth (DOB) correction/update - Supporting Documentation	AC + 1		AC + 1	AC = Graduation or last semester enrolled		
	REG053	History of University Registrars - documents and correspondence of the Registrar and Office of the Registrar	PM		PM	Note 2;		
	REG054	Contents of Student Record Jacket	PM		PM	Refer to REG366; Historical student records. No longer adding records in this series.		
	REG055	Rosters and reports used to prepare G.I. certification reports	1		1	Refer to REG323 for 1999 and 1999b Report of Certification Submitted to U.S. Department of Veterans Affairs (VA).		
	REG056	VA Pay Rosters	AC + 1		AC + 1	AC = Date on roster		
	REG057	Texas Ex-Military Service Exemption Application (Hazlewood Act Documentation)	PM		PM	TEC §54.058 (Hazlewood Act), 19 TAC 21.85		
	REG058	Simultaneous Major Addition or Deletion	AC + 5		AC + 5	AC = Last semester enrolled		
	REG059	Authorization to Clear Hinson-Hazlewood Bar	AC + 1		AC + 1	AC = Date of release		
	REG060	Request for Change in Course Inventory	PM		PM			

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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	REG061	University Calendar and Supporting Documents	PM		PM	I			
	REG062	Correspondence, Misc., Relevant	AC + 5		AC + 5		AC = Graduation or last semester enrolled		
	REG063	Electronic Student Status Confirmation Report Summary (SSCRS)	AC + 5		AC + 5		AC = After verification; Discontinued pending disposal of existing records		
	REG064	Athletic Academic Certification Forms	AC + 6		AC + 6		AC = Last semester enrolled		
	REG065	Big 12 Eligibility Form	AC + 6		AC + 6		AC = End of certifying year		
	REG066	NCAA Reports: Academic Progress Rate Report and Graduation Success Rate Report	AC + 8		AC + 8		AC = After submission of report		
	REG313	In Absentia Registration Forms	AC + 1		AC + 1		AC = Effective semester; Discontinued pending disposal of existing records		
	REG316	Late Registration Requests	AC + 1		AC + 1		AC = Effective semester		
	REG317	Reinstatement of Registration	AC + 1		AC + 1		AC = Effective semester; Refer to REG390 for update of scholastic status		
	REG323	VA Certification and Supporting Documents	AC + 3		AC + 3		AC = Last semester certified; US Department of Veterans Affairs School Certifying Official Handbook; 38 CFR 21.4209(f)		

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			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	REG324	Veterans Records	AC + 3		AC + 3		AC = Graduation or last date of attendance; Refer to REG057 for Hazlewood Act documentation, REG323 for records of U.S. Department of Veterans Affairs (VA) certification, qne REG056 for VA pay rosters		
	REG326	Withdrawal Authorization	AC + 2		AC + 2		AC = Last semester enrolled; Refer to CMH372 for retention of medical withdrawal documentation		
	REG328	Confirmation of Double Major & Additional Degree Note	PM		PM		Note 2		
	REG329	Undergraduate Add/Drop Form	AC + 1		AC + 1		AC = Effective semester		
	REG330	Request for Change in Course Schedule	AC + 1		AC + 1		AC = Close of semester		
	REG331	College/ School Change- Registration update	AC + 5		AC + 5		AC = Last semester enrolled		
	REG332	Time Conflict Override - Registration update	AC + 1		AC + 1		AC = Effective semester		
	REG333	Audit Class Authorization	AC + 1		AC + 1		AC = Date submitted		
	REG335	Curriculum Change Authorization and Supporting Documents - Transcript update	PM		PM				
	REG343	Student Records - Catalog Balance Sheets	1		1		Discontinued-Pending disposition of existing records		
	REG346	Student Request for Enrollment Certification	AC + 1		AC + 1		AC = Date of certification		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	REG349	Original Grade Sheets	PM	PM	PM		Note 2; security set stored at the TSLAC Records Center, date range 1883-1999; also refer to REG500. Authoritative grade record.	90-721-003	
	REG350	Grade Reports to Students	AC + 1		AC + 1		AC = After date distributed		
	REG353	Sponsor Grade Authorization - Scholarship/Fellowship Sponsors	AC + 1		AC + 1		AC = Graduation or last semester enrolled		
	REG354	Study Abroad Grade Update	PM		PM		Note 2		
	REG355	Requests for Final Course Grades	PM		PM		Note 2		
	REG356	Duplicate Diploma Requests	AC + 1		AC + 1		AC = Request filled		
	REG357	Diploma Name Change Deadline Extension	AV		AV				
	REG363	Extension / Correspondence Personal Data Correction Form	AC + 1		AC + 1		AC = Date of change; Note 2		
	REG364	Request to Change Ethnicity	AC + 1		AC + 1		AC = Date of change		
	REG365	Extension / Correspondence Batch Grade Sheet Updates	PM		PM		Note 2		
	REG366	Permanent Record Card	PM		PM		Historical student records. No longer adding records to this series.		
	REG367	Pink Data Card	PM		PM		Historical student records. No longer adding records to this series.		
	REG378	Update to Extension / Correspondence Course Records	PM		PM		Note 2		

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			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	REG379	Grade Change Records	PM		PM		Note 2		
	REG381	Release of Student Information	PM		PM		Note 2		
	REG382	Transcript Requests (From Students)	AC + 1		AC + 1		AC = Date of request		
	REG385	Student Request for Non-Disclosure of Directory Information	US		US		Note 2		
	REG387	Name Change Records	AC + 5		AC + 5		AC = Graduation or last semester enrolled		
	REG388	Student Request for Enrollment Verification	AC + 1		AC + 1		AC = After verification		
	REG390	Update of Scholastic Status (Academic Action Authorizations)	PM		PM				
	REG392	Credit by Exam Individual Updates -Transcript notation	PM		PM		Note 2		
	REG393	Credit by Exam Batch Updates - Transcript notations	PM		PM				
	REG398	Degree Audit Records - documents student completion of degree requirements, including authorizations certifying completion of degree requirements.	PM		PM		Note 2		
	REG401	Certified List of Graduates	PM		PM		Note 2		
	REG402	Changes to Certified List of Graduates	PM		PM		Note 2		
	REG405	Social Security Number (SSN) Change	PM		PM		Note 2		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	REG409	Course Schedule	PM		PM		Note 2		
	REG413	Room Change Card	AC + 1		AC + 1		AC = After close of semester		
	REG414	Course Report to the Registrar	PM	PM	PM			94-721-015	
	REG415	List of Degrees Conferred/ Awarded	PM		PM		Note 2		
	REG416	Course Analysis and Enrollment Report	PM		PM				
	REG417	Extension/ Correspondence Grade Sheets	PM		PM		Note 2		
	REG419	Course Schedule/ Catalog Order Form	AC + 3		AC + 3		AC = Date submitted; Discontinued pending disposal of existing records		
1.3.001	REG420	University Catalogs	PM		PM	I	University Publication, submission to State Depository Program required		
	REG421	Free Catalog Form	AC + 3		AC + 3		AC = After close of semester; Discontinued pending disposal of existing records		
	REG424	Semester Roster of Enrolled Student	AC + 5		AC + 5		AC = Semester created; Discontinued pending disposal of existing records		
	REG500	Permanent Student Records	PM	PM	PM	I	Refer also to REG366; Historical student records. No longer actively adding records in this series; date range of microfilmed records is 1883-1999; refer to REG349 for microfilmed student records in this date range.	90-721-004	
	REG501	Transcripts	PM		PM				

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			Agency	Storage	Total			

	RMUE001	Commencement Programs and Associated Records	AC		AC	O	AC = After commencement events; Commencement programs and other records and artifacts are transferred to University archives and retained permanently		
	SFS338	Financial Aid Records & Documents	AC + 5		AC + 5		AC = Department of Education (DOE) Annual Audit		
	SLCC359	Student Records and Correspondence	AC + 5		AC + 5		AC = Graduation or last semester attended; Formerly listed as CCL359 and UTL359		
1.1.040	SWO337	Narrative Evaluation, Professional Field Experience	PM		PM	I	Note 2		
	UCD001	Lunch Program Records	AC + 3		AC + 3		AC = After submission of the final claim for reimbursement for the fiscal year; 7 CFR 210.23(c); If audit findings have not been resolved, the records shall be retained beyond the 3-year period as long as required for the resolution of the issues raised by the audit		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total			

	UCD002	UT Child-Care Center Records for Individual Child Folder – Enrollment agreement as specified in 40 TAC §746.503; admission information; statement of child’s health from a health-care professional; Immunization records; tuberculin testing information and hearing/vision tests (if applicable); Licensing Incident/Illness Report form	AC + 3mo		AC + 3mo	AC = Child’s last day in care; 40 TAC §746.603(a)(1-7); 40 TAC §746.603(b)(3)		
	UCD003	Daily Childcare Procedures and Logs-Infant feeding instructions; Children’s program activity plans for each age group; daily menus; System to track when a child’s care begins and ends daily; medication records; healthcare professional recommendations or orders for providing specialized medical assistance to the child	AC + 3 MO		AC + 3 MO	AC = Creation of record; 40 TAC §746.801(2), (6), (9-10), (24); 40 TAC §746.603(a)(9-10) and (b)(1-2)		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total						

	UCD004	Child-care Center Licensing, Safety, and Compliance Records - Licensing Child-Care Center Director's Certificate; verification of liability insurance or notice of unavailability, Proof of request of background check; playground maintenance checklists; pet vaccination records; fire safety documentation for emergency drills, fire extinguishers, and smoke detectors; Most recent Licensing inspection report, letter, or notice requiring posting; Most recent Department of State Health Services immunization compliance review form; Most recent Texas Department of Agriculture Child and adult Care Food Program (CACFP) report; Most recent local workforce board Child-Care Services Contractor inspection report; record of pest extermination; Written approval from the fire marshal to provide care above or below ground level; Most recent Department of Family and Protective Services (DFPS) form certifying that University Child Development Center (UCD) has reviewed each of the bulletins and notices issued by the United States Consumer Product Safety Commission regarding unsafe children's products and that there are no unsafe children's products in use or accessible to children in the child-care center; Documentation for cribs as specified in 40 TAC §746.2409	AC + 3mo		AC + 3mo		AC = Creation of record; 40 TAC §746.801(4), (7-8), (11), (13-14), (18-23), (25) and 40 TAC §746.803(a)				
Retention Codes (Field 7)							Archival Codes (Field 8)				
AC – After Closed, Terminated, Completed, Expired, Settled		CE – Calendar Year End					LA – Life of Asset		PM – Permanent		I – Transfer to Archives
AV – Administrative Value		FE – Fiscal Year End					MO – Months		US – Until Superseded		O – Review by Archivist
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			Agency	Storage	Total			

4.	5.	6.	7. Agency	7. Storage	7. Total	8. Archival	10.	11.
	UCD005	Child-Care Center Records Individual Health and Medical Records	AC + 3mo		AC + 3mo	AC = Child's last day in care; 40 TAC §746.603(a)(9-10); to be retained with each child's folder; refer to UCD003 for group medication and health directions and logs		
	UCD006	Child-Care Center Records Sign-in and Sign-out Logs	AC + 3mo		AC + 3mo	AC = Child's last day in care; 40 TAC §746.603(a)(8)		
	UCD007	Child-Care Personnel Records -- Proof of Request for Background Check and other required documentation for each employee, caregiver, substitute, and volunteer	US + AC + 3mo		US + AC + 3mo	AC = Termination of employment at UCD; 40 TAC §746.901 (7); 40 TAC §746.907(a); Background checks must be periodically renewed, the most current proof of request for Background Check will be retained until termination of employment or service at UCD and the final proof of request will be kept for three months thereafter.		

Retention Codes (Field 7)				Archival Codes (Field 8)			
AC – After Closed, Terminated, Completed, Expired, Settled	CE – Calendar Year End	LA – Life of Asset	PM – Permanent	I – Transfer to Archives			
AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist			



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			Agency	Storage	Total	9. Remarks		

4.	5.	6.	7.	7.	7.	8.	10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	106 No.	TSLAC ONLY Amend. No.
	UCS001	UT Charter School Student Records-Student Folder	AC + 5		AC + 5			
	UCS002	UT Charter School Student Records-Academic Records- Cumulative record of achievement in grades Pre-K through 8	AC + 5		AC + 5			
	UCS003	Enrollment or Registration Forms	AC + 5		AC + 5			
	UCS004	Home Language Surveys	AC + 5		AC + 5			
	UCS005	Birth Date Documentation-copies of birth certificates, passport, immigration or other records used to establish a date of birth	AC + 5		AC + 5			

Retention Codes (Field 7)	Archival Codes (Field 8)
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CE – Calendar Year End FE – Fiscal Year End	LA – Life of Asset MO – Months
PM – Permanent US – Until Superseded	



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			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	UCS006	Student Withdrawal/Record Transfer Form	1		1				
	UCS007	Immunization Records	AC + 2		AC + 2		AC = Date of withdrawal		
	UCS008	Student Services Records Bilingual or Language Services	AC + 5		AC + 5		AC = Cessation of services		
	UCS009	Student Services Records Section 504- Records of each student referred to or receiving services under Section 504	AC + 5		AC + 5		AC = Cessation of services		
	UCS010	Special Services Education Program Records	AC + 5		AC + 5		AC = Cessation of services		
	UCS011	Attendance Reports - Copies of attendance and enrollment reports submitted to the Texas Education Agency, including those term and period reports. Daily Registers of Pupil Attendance and similar daily or periodic reports used to document the attendance and absence of students.	FE + 5		FE + 5				
	UCS012	University Charter School (UCS) Grade Books	AC + 1		AC + 1		AC = Entry of grades in the academic achievement or cumulative record		

Retention Codes (Field 7)	Archival Codes (Field 8)
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			Agency	Storage	Total	9. Remarks		

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	UCS013	Tests and Academic Measurement Reports- Reports of results of TAAS, TEAMS, TABS, TAKS, STAAR, and other standardized state and national achievement, mental abilities, and aptitude tests reported by score, percentile rank, etc.	AC + 1		AC + 1		AC = Grade recorded on the academic achievement or cumulative record either manually or by affixing labels. If the grade is not so recorded the results must be retained PERMANENTLY for grades 9-12 and until the date of withdrawal + 5 years for all other grades		
	UCS014	Records of Access to Information-Record of each request for access to and each disclosure of personally identifiable information from the educational records of a student.	AC		AC		AC = As long as the disclosed record is retained; Family Educational Rights and Privacy Act (FERPA) 34 CFR 99.32(a)(2)		
	UCS015	Public Education Information Management Systems (PEIMS) Data Submissions	FE + 5		FE + 5				
	UCS016	Data Verification Reports- Data printouts or reports from the Texas Education Agency (TEA) or other agencies provided for informational purposes showing data received and entered in TEA databases.	AC		AC		AC = Until TEA databases are confirmed to have correct data and for as long as needed afterwards		
	UCS017	UCS Student Records-academic achievement record or its equivalent used to record academic achievement in grades 9-12	PM		PM		May include UT Code UCS013		

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			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	UCS018	Custody Documents-Copies of court instruments relation to adoption, guardianship, or custody	AC		AC		AC = Student is 18 years old; or AV when a court order is superseded by a subsequent order (e.g., a change in guardianship)		
1.1.041	UCS075	Compliance Reporting Case Files	AC + 1		AC + 1		AC = Case closed, it is determined that no investigation is required or investigation completed; if subject of litigation use AALL079		
	UCS096	Hotline Reports -- Confidential reports of suspected non-compliance with University policies	3		3		Identity of those making reports must be protected		
1.1	UHS068	Employee Feedback Forms	AC + 5		AC + 5		AC = Date received		
1.1	UHS069	Student Feedback Forms	1		1				
	UHS070	Medical Consent Forms--Includes forms for flu shots and other services provided to non-students	10		10		Texas Local Schedule HR4775-03a		
1.1.069	UHS102	Computer Generated Daily Prescription Reports	3		3		21 CFR 1304.04; Health and Safety Code, §481.075(i)(2); Health and Safety Code, §483.023 37 TAC 13.207		

Retention Codes (Field 7)						Archival Codes (Field 8)			
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			Agency	Storage	Total				

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	UHS221	Peer Review Records - Electronic Summary	AC + 10		AC + 10		AC = After completion of review process; Retention meets Accreditation Association for Ambulatory Health Care (AAHC) requirement		
	UHS222	Incident Reports- Electronic Summaries	AC + 3		AC + 3		AC = After completion of review process; Retention meets AAAHC requirement		
	UHS223	Incident Reports	6		6		For minor incidents not investigated by UTPD, refer to AALL789.		
	UHS224	Employee Training Records	6		6		Documentation showing compliance with providing training required for AAAHC accreditation.		
	UHS225	Employee Health Records	AC + 7		AC + 7		AC = Date of last visit or consultation; UHS services for worker's comp injuries and exposures; 22 TAC 165.1(b); series discontinued pending destruction of existing records		
3.1.024	UHS226	Employee Health Records with Bloodborne Pathogens Exposure	AC + 30		AC + 30		AC = Exposure or 30 years after termination of employment, whichever is longer; Note 2		
3.1	UHS272	Peer Review Records & Questionnaires	AC + 1		AC + 1		AC = After completion of review process		
3.3.025	UHS283	Job Procedure Records	US + 3		US + 3				

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			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	UHS374	Patient Records	AC + 3	4	AC + 7		AC = Date of last consultation or visit; 22 TAC 165.1(b)	05-721-020	
	UHS375	X-Rays	AC + 3	4	AC + 7		AC = Date of last consultation or visit ; 22 TAC 165.1(b)		
	UHS376	Original Prescriptions	1	9	10		42 CFR 426.505(d)	08-721-021	
4.4.003	UHS492	Patient Billing Records	FE + 3		FE + 3		Note 1		
5.2.014	UHS621	Medical Supply Inventory Records	FE + 3		FE + 3		Note 1		
5.2.018	UHS631	Laboratory Quality Control Logs	AC + 2		AC + 2		AC = College of American Pathologists (CAP) Certification		
1.1.070	UHS632	University Health Services (UHS) Policy & Procedures	US + 6		US + 6	O			
	UHS633	UHS Monitoring Logs	FE + 5		FE + 5				
5.5.007	UHS714	Disputed Call Documentation	FE + 3		FE + 3				
	UIL001	University Interscholastic League (UIL) Executive Committee Meeting	PM		PM	I			
	UIL002	Constitution and Contest Regulations	PM		PM	O			
	UIL003	Champion Book	PM		PM	O			
	UIL004	Scholarship Awards, Evaluation, and Support Documents	15		15				
	UIL005	Student Eligibility Waivers and Appeals	AC + 1		AC + 1		AC = After High School graduation or last semester of high school attendance		

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			Agency	Storage	Total			

4.	5.	6.	7.			8.	10.	11.
Records Series Item No.	Agency Item No.	Record Series Title	Agency	Storage	Total	Archival	106 No.	TSLAC ONLY Amend. No.
	UPD605	Records of Destruction of Unclaimed Property	FE + 3		FE + 3		Local Schedule PS4175-14	
	UPD701	Alarm Information	US + 1		US + 1			
	UPD702	Building Security Surveys	US		US			
	UPD742	Uniform Crime Report	3		3		Local Schedule PS4175-14	
	UPD743	Monthly System Offense Report	1		1			
	UPD751	Police Department Equipment Sign-Out Log	AC + 3mo		AC + 3mo		AC= After date returned	
	UPD759	Training Advisories	3		3			
	UPD764	Shooting Range Records	AC + 1		AC + 1		AC = Date of activity	
	UPD779	Field Interrogation Card	3		3			
	UPD789	Incident Reports	3		3			
	UPD790	Offense Reports	AC + AV		AC + AV		AC = Statute of limitations	
	UPD791	Internal Affairs (IA) Investigation Records- investigation of law enforcement shooting incidents which result in death or injury to any person, including a police officer.	PM		PM		Local Schedule PS4075-01a	
	UPD792	IA Investigation Records - Records of investigations that result in sustained formal discipline.	15		15		Local Schedule PS4075-01b	

Retention Codes (Field 7)	Archival Codes (Field 8)
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University of Texas at Austin Records Retention Schedule

SLR 105

Form SLR 105C must accompany this form.

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2. Agency Code 721		3. Agency Name The University of Texas at Austin						
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival 9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	UPD793	IA Investigation Records -Records of investigations that result in sustained informal discipline or of investigations whose findings are inconclusive.	AC + 5		AC+ 5	AC = After completion of investigation provided a 1 year infraction free period precedes the date of destruction; Local Schedule PS4075-01c		
	UPD794	IA Investigation - Records of investigations whose findings are not sustained, or in cases where accusations are determined to be unfounded or the accused is exonerated.	3		3	Local Schedule PS4125-01d		
	UPD795	IA Investigation Records - Written complaints and records of oral complaints received from the public concerning the conduct of law enforcement officers, fire department personnel, and emergency medical personnel that do not lead to an internal affairs investigation.	AC + 2		AC + 2	AC = Determination not to initiate an internal affairs investigation; Texas Local Schedule PS4125-01e		
	UPD796	Criminal Trespass Warning File	2		2			
	UPD798	Collision Reports – Copy of reports of vehicular accidents whether or not an arrest is made	3		3	Originals are sent to the Texas Department of Transportation		
	UPD807	Lost and Found Property Tags	1		1			
1.1.021	VPB049	Special Request for Records	AC + 2		AC + 2	AC=Final response to request		

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University of Texas at Austin Records Retention Schedule

SLR 105

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1. Page 113 of 114

2. Agency Code 721		3. Agency Name The University of Texas at Austin						
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4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
1.1.070	VPB059	Vice President for Business Affairs (VPBA) Policies and Procedures	US + 3		US + 3	O			
4.7.005	VPB550	Tort Claim	AC + 5		AC + 5		AC = Resolution of claim		
5.2.001	VPB593	Appraisals - Building & Property	AV		AV	O			
	VPB601	Warranty Deeds and Title Insurance on Property Acquired	AC + 10		AC + 10		AC = Ownership of asset; Note 2		
	VPR129	Scientific Misconduct Files	AC + 7		AC + 7		AC = Completion of any proceeding involving the allegation of research misconduct, unless custody of the records has been transferred to Office of Research Integrity (ORI) or ORI has advised that the records no longer need to be retained; 42 CFR 93.317		
	VPR130	Fiscal Disclosure Forms	AC + 5		AC + 5		AC = Receipt of disclosure		
	VPR131	Conflict of Interest Management Plans	AC + 5		AC + 5		AC = File closed by UT System		
	VPR132	Conflict of Interest-Summary Report	PM		PM				
	VPR133	Administered Foundations/Limited Submissions-Nominations	PM		PM		This code applies to keeping records of the names and departments of those nominated		
	VPR134	Administered Foundations/Limited Submissions-Award Recipients	PM		PM		This code applies to keeping records of the names and departments of award recipients		

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University of Texas at Austin Records Retention Schedule

SLR 105

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1. Page 114 of 114

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			Agency	Storage	Total			

4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Agency	7. Storage	7. Total	8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.
	VPR135	Award Programs/Limited Submissions- Applications Submitted (Nomination Packets)	AC + 5		AC + 5		AC = End of fiscal years if not funded; if funded end of funding; programs that do not run every year should be kept for 3 cycles		
	VPR136	Award Programs/Limited Submissions- Correspondence and Review (Incidental Materials)	AC + 5		AC + 5		AC = End of semester of nomination/deadline		
	VPS370	Emergency Medical Information Form for Students	AC + 3		AC + 3		AC = Graduation date or date of last attendance		
	VPS403	Student Waiver Form for Liability	AC + 4		AC + 4		AC = Graduation date or date of last attendance		
	VPS404	Permission for Student Financial Services Staff to Participate on Boards of Professional Organizations	AC + 2		AC + 2		AC = End of term		

Retention Codes (Field 7)				Archival Codes (Field 8)	
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AV – Administrative Value	FE – Fiscal Year End	MO – Months	US – Until Superseded	O – Review by Archivist	